

**PLANNING  
COMMISSION  
JANUARY 21, 2014**

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, JANUARY 21, 2014, 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 January 21, 2014, 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:**

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar

**Others in Attendance: None**

1. **AGENDA ITEM: CALL TO ORDER:** Chair 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: MINUTES:** Consideration of the **Regular Meeting Minutes of December 17, 2013**. Chair Van Wye entertained a motion to accept the minutes. Commissioner Olguin motioned to approve the Regular Meeting Minutes of December 17, 2013. Commissioner Erickson seconded the motion. The motion passed unanimously.
5. **AGENDA ITEM: REPORTS:**
  - a. **Chairperson & Members Report:** Vice-Chair de Blanc reported she is following a website of a Santa Fe Water awareness group. This site serves as a clearinghouse for water issues and concerns for the southwest area. She will update the Commission regularly on issues as they arise.
  - b. Commissioner Erickson reported the area around the 'Welcome to Clarkdale' sign on Broadway has been cleaned and the sign looks great. He also encouraged everyone to

**PLANNING  
COMMISSION  
JANUARY 21, 2014**

visit the exceptional Art in Public Places display at the Clarkdale library. Work of the Verde Valley Spinners and Weavers is on display.

**Director's Report:** Director Filardo provided the following updates in the Planning Commission packet:

1. **Mountain Gate Subdivision:** The developer still plans on submitting permit applications to the Town although we have not yet received them. Over the course of this year, work will begin on the Centerville Road connection to SR 89A at the roundabout plus work on the possibility of a dedication of Mountain Gate Drive as it crosses property owned by the Conlin family.
2. **Crossroads at Mingus:** As of Thursday, January 2, 2014, the Restatement of the Development Agreement was recorded with the Yavapai County Recorder's Office. With this completed, the developer can now complete their Public Report at the Arizona Department of Real Estate – a necessary step in being able to sell the remaining lots in the subdivision. In the meantime, the owner of one of the former sales offices has received the first Certificate of Occupancy for the subdivision and is now living in the home.
3. **Economic Development:** The Arts & Entertainment District Scavenger/Treasure Hunt is underway with cards available at the Community Development office. When visiting a participating business within the district, the business will validate the back of your card. Once you obtain eight or more of the validations on your card, deposit the card with Community Development for a chance to win prizes at our first ever Northern Arizona Mixer with Local First Arizona on January 31<sup>st</sup> in the Men's Lounge from 5 – 7 PM.
4. **Sustainable Clarkdale:** Six responses to the Town's Request for Proposals for the Verde River @ Clarkdale were received on December 16, 2013. Following a staff review of services proposed, three candidates were selected to move forward to an interview process based on the experience levels of each firm in facilitating large-scale public processes. Participating in the process will be representatives from Arizona State Parks and Town staff. A recommendation on the top candidate is expected to be presented to Council on January 28<sup>th</sup>. In addition, the semi-annual report to the Walton Family Foundation was completed.
5. **Permits Issued:** Since the last meeting, Community Development has issued the following permits:
  - 3 solar electric at 2799 Haskell Springs, 457 Miners Gulch, and 2140 Sky Dr.
  - 1 addition to a garage at 2799 Haskell Springs
  - Re-roof at 1213 Main St.
  - Re-roof at 1995 Old Jerome Highway
  - Upgrade Electrical service at 521 Antelope Dr.

**6. OLD BUSINESS**

- a. **AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION:** 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,

**PLANNING  
COMMISSION  
JANUARY 21, 2014**

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 – Ratification of a Planning Commission vote taken December 17, 2013.

**Staff Report:** Senior Planner Escobar reported the need to ratify the vote taken by the Planning Commission on December 17, 2013.

**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 Viarengo seconded the motion. The motion passed unanimously.

- b. **AGENDA ITEM: CONTINUATION OF A 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:**

As previously discussed, the proposal would add production and manufacturing of consumable products, defined as 'perishable products made, produced, assembled or distilled for human or animal consumption' as permitted uses in the Central Business and Commercial Districts.

At the December 17, 2013 Planning Commission public hearing, the Commission directed staff to make two changes to the proposed ordinance. First, add the term 'brewed'. This change has been made. Staff also added the term 'roasted' to accommodate coffee roasting.

The second change the Commission requested was to add language to the proposed ordinance encouraging sustainable practices. Staff has incorporated language found on the EPA's Sustainable Manufacturing website into the ordinance. This language encourages sustainable manufacturing practices. Since these will differ from product to product, staff feels this broad

language addresses the issue in general, while allowing specific businesses to research and develop best practices.

**Summary:**

With the above referenced changes, staff believes the draft ordinance is ready to move forward for Council review.

**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:** Chair Van Wye opened the public hearing.

**Invite Public to Speak:** There was no public present.

**Close Public Hearing:** Chair Van Wye closed the public hearing.

**Commission Discussion:** Chair Van Wye stated he supported the changes as presented. The new language adequately promotes sustainable practices and is flexible enough to address various types of manufacturing. The rest of the Commission concurred.

- c. **AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION:** 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.

**Commission Action:** Commissioner Olguin motioned to recommend approval of the Consumable Products Ordinance. Commissioner de Blanc seconded the motion. The motion passed unanimously.

**NEW BUSINESS**

- a. **AGENDA ITEM: WORKSESSION:** Discussion regarding Town of Clarkdale parking regulations and possible parking alternatives in the Central Business area.

**Staff Report**

**Background:**

In anticipation of continuing commercial growth, the Commission has agreed to review our existing parking regulations to identify any opportunities to update the existing code.

**Current Regulations**

The Town's parking regulations are contained in Sections 4-12 through 4-14 of the Zoning Code. Section 4-12 contains rules for off-street parking. Off-street parking is typically provided on private property. These regulations are based on formulas created by the Institute of

Transportation Engineers (ITE). The number of off-street parking spaces required is based on the use of the property and the square footage of the building. These calculations are tied to building occupancy.

The Town's regulations are based on traditional zoning practices and are similar to other municipalities. This type of parking space requirement regulation has been in existence for at least 30 years.

This formula-based method for assigning parking space requirements doesn't address shared parking possibilities. Shared parking is a concept allowing a parking space to serve two or more businesses. For example, an office or bank might use a parking lot during the day, and a lounge or restaurant might use the same lot during the evening.

The availability of public transit in the area and the ability of residents to walk to commercial uses are also not taken into consideration in this type of calculation. In addition, there is no mechanism in our code to reduce off-site parking requirements based on available public parking, other than the exemption existing for Main Street businesses.

One major difference between our code and the codes of our neighboring municipalities is our code does not differentiate between usable or public floor areas. The way our code is written, we would calculate required off-street parking based on straight square footage, even if some of the building is used for storage or other non-public uses. Other municipalities base their calculations on the amount of the building square footage actually used as public space. In addition, several other codes factor in different requirements based on number of employees.

#### Other highlights of the Parking Code:

- Section 4-12.A.1.h exempts both sides of Main Street between Clarkdale Parkway and Ninth Street from the off-street parking regulations.
- Section 4-13 requires parking lots abutting residential areas be fully screened by a solid wall.
- Section 4-14 specifies requirements for loading zones.
- Section 14-A.2.e requires parking area surfaces to be striped pavement.
- Section 4-12-A.3.a allows for a maximum of 10 spaces off the subject property but within 300 feet of the business to apply towards the parking requirement.

Nothing in the current regulations dictates parking areas be placed in the rear of buildings. With the long strip of commercially zoned property along SR 89A there is the possibility of having a long line of parking lots along this corridor.

#### **Parking and Building Size**

The required dimensions of a parking space are 9-feet wide and 20-feet long, per Section 4-12.2.c. Although not included in our code, the width of ADA parking spaces is required to be 16 feet, which includes a five-foot travel aisle on one side of the parking area.

Current parking regulations function as a control for the size of buildings to be constructed. In the Commercial District, which has no maximum lot coverage, and in the Central Business District, which has no required yard setbacks or maximum lot coverage, the current parking requirements are the only factor regulating building size.

If we assume a typical retail use for a property, which requires 1 parking space per 200 square feet of building, the following table demonstrates the relationship between building size and parking requirements:

<b>Building Square Footage</b>	<b>Number of required parking spaces</b>	<b>Approximate square footage of parking area</b>	<b>Actual lot size required to accommodate building square footage</b>
100,000	500	90,000	190,000
75,000	375	67,500	167,500
50,000	250	45,000	145,000
25,000	125	22,500	122,500
20,000	100	18,000	118,000
10,000	50	9,000	109,000

The above table uses raw numbers to demonstrate the relationship between building size and required parking. Actual buildable space would be further reduced by required landscaping, travel aisles and loading zones.

**Points to consider**

The driving force behind all zoning is to protect public health and safety and property rights. In addition to these parameters, Clarkdale should have sensible regulations. Clarkdale's commitment to economic development needs to be taken into consideration also. Businesses need convenient parking for customers; customers need safe and accessible parking.

A good parking code should promote easy access to businesses, discourage double parking, eliminate slow driving while people look for spaces and avoid other traffic congestion issues.

**Public parking**

Public parking, not directly connected to a specific property or business, can be on municipal or private property. Generally there is a fee for public parking operated by a private entity. Municipal public parking may or may not have fees. None of the public parking on Town of Clarkdale property has an associated fee.

Industry studies show the public prefers free parking. In fact, there are a variety of mobile apps to find free parking in most major cities.

However, there are costs to be considered for maintenance of existing parking areas.

Development of new public parking is a considerable expense. For example, the new 44-space parking lot the City of Cottonwood at the head of the Jail Trail cost approximately \$200,000.

A possibility exists for the Town to develop public parking at the current Wastewater Treatment Plant site. A trailhead with interconnectivity to trails on both sides of the Verde River is being developed west of the actual plant. There is a large area available for development as public parking. Long terms plans could include a shuttle to the Arts & Entertainment District from this new parking lot.

**Central Business District**

The Central Business District benefits from a large amount of both public and private parking. Private parking areas, such as the old tennis court area at the corner of Clarkdale Parkway and Main Street, next to Su Casa, and the St. Thomas Episcopal Church parking area, are often used for parking during special events.

<b>Location</b>	<b>Public</b>	<b>Private</b>
Town of Clarkdale parking lot	88	
Street parking	123	
Su Casa	15	
Old Tennis Court		20
Copper Art Museum		8
Post Office		33
St. Thomas		23
Laundromat Parking Area		15
<b>Total</b>	<b>226</b>	<b>99</b>
<b>Grand Total</b>	<b>325</b>	

Other areas available for the development of public parking by the Town in the historic downtown area include the right-of way on either side of the intersection of First South Street and Clarkdale Parkway (room for approximately 20 parking spaces) and the north side of First North Street (room for approximately 20 parking spaces).

**SR 89A Corridor**

The area along this highway between Cottonwood and the Clarkdale Parkway roundabout is all zoned for commercial development. These properties are within the 89A Corridor Commercial Overlay District. The only requirement specific to parking in this section of the code is the requirement of landscaping of 25 percent of the parking area.

**Summary:**

In staff's opinion, there are some obvious changes to enhance the existing code:

- Add 'public use' to the square feet calculations in the off-street parking table.
- Find a method to reduce the number of required off-street parking spaces based on available public parking, walkability rating, and proximity of public transportation.

- Build in flexibility to encourage shared parking.
- Add ADA standards for ease of reference.
- Add requirement parking be located in rear or side of property.
- Add a required landscaped buffer area when parking abuts a residential property.

In addition to the above, staff would recommend considering allowing for a surface other than pavement. We would need to take into consideration dust and drainage issues specific to each site.

**Recommendation:**

Staff is requesting the Commission provide feedback regarding the current parking regulations and direction on any future changes to be considered.

**Commission Discussion:** The Commission discussed the following:

- ADA requirements for parking lots
- Placing parking in back of a development and the building close to the road/sidewalk
- Encouraging public transit use and providing adequate parking for people who use public transit.
- Accommodating golf cart parking for people who no longer drive. Creating accommodations to encourage multi-modal use.
- Develop a long term parking plan to address future growth.
- Minimize parking in and its impact on the Central Business District since it is so close to residential areas.
- Enforcing of parking regulations. The Commission discussed how new development could be held responsible for enforcing parking regulations in private lots, including restriction against overnight parking.
- The number of cars looking for parking spaces in the Central Business area is increasing. The Town needs better signage for public parking lot.
- Need to find balance between heavy-handed enforcement and small time welcoming atmosphere.
- Formalizing parking agreements with private lot owners.
- Landscaping requirements for parking areas.
- Drainage issues for parking areas.

**Commission Action:** The Commission directed staff to schedule a worksession to discuss the parking situation in the Central Business District. Additional worksessions will be scheduled in the future to discuss parking regulations in general. The Commission directed staff to provide more information regarding the relationship of drainage to parking areas, what other municipalities are doing with their parking regulations and what experts are recommending for parking.

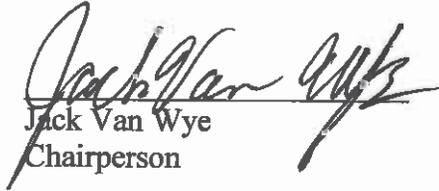
**7. AGENDA ITEM: FUTURE AGENDA ITEMS:**

- a. Continued discussion regarding parking regulations
- b. Staff anticipates we will receive a Wireless Communication Facility application to be scheduled for the March 18, 2014 meeting.

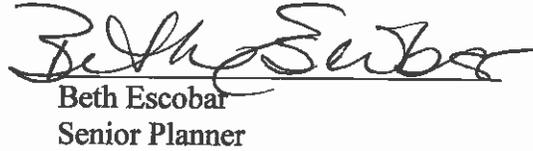
**PLANNING  
COMMISSION  
JANUARY 21, 2014**

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

**APPROVED BY:**

  
Jack Van Wye  
Chairperson

**SUBMITTED BY:**

  
Beth Escobar  
Senior Planner

