

**PLANNING  
COMMISSION  
APRIL 15, 2014**

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, APRIL 15, 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 April 15, 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
Public Works Supervisor	Art Durazo

**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 the 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 March 18, 2014**. Chair Van Wye entertained a motion to accept the minutes as corrected. Commissioner de Blanc motioned to approve the Regular Meeting Minutes of March 18, 2014. Commissioner Olguin 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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- Volunteer Recognition.** On Tuesday, April 8<sup>th</sup> we held our annual thank you event in the Clark Memorial Clubhouse. It's always impressive to see how many folks in our town spend volunteer hours to help us make progress. Thanks to each of you for your service to our Commission and it was great to see those of you who were able to attend.
- Mountain Gate.** BC Land Group signed a lease for offices in the bottom floor of the Bluff building on Main Street. This is one step closer to opening a sales presence here in Clarkdale.
- Economic Development.** We have a new economic development Facebook page and YouTube for Locally Clarkdale. You may have seen my new email signature featuring the logos at the bottom. Please check them out:



On another note, staff prepared a Prospect Information Packet for a potential motorcycle museum. This client is working directly with the Economic Development Director in Cottonwood, who has graciously offered to share our information should they not find a suitable building for this lead.

In addition, the businesses in the upper Clarkdale area have formed a business alliance and have started cooperating in their marketing. Check out a copy of their first ad to be placed in the Larson Newspapers. They are working on some new ideas too – more on that as they develop.

**4. SciTech Expo on March 28<sup>th</sup>.**



Thanks to our local businesses, we had a successful event at Yavapai College highlighting fun with science, technology, engineering, and math. Not only did the kids have fun, but parents did, too. The businesses also had a chance to visit with one another which they seemed to enjoy. There were also drawing for prizes contributed by Verde Valley businesses as well.

- Upcoming events.** On April 19<sup>th</sup>, join in the fun at the Verde River Poker Run. The route runs from the Lower TAPCO River Access Point to TuziRAP. To sign up, please follow this link: <http://www.active.com/clarkdale-az/running/distance-running-races/verde-river-poker-run-2014>

On May 9<sup>th</sup>, we're hosting "Floating Ideas for Verde River @ Clarkdale" at Town Hall all day for stakeholders interested in facilities and amenities at Clarkdale's river access points. The

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event will start at 8 AM and wrap up around 4 PM. The agenda is in the final stages of refinement now. We'll be taking reservations in a couple days. Keep an eye out for directions on the Town's website.

6. **Wildhorse Acres Estates.** The owners of the Wildhorse Acres Estates are continuing to gather quotes for the required infrastructure for this approved 4-lot subdivision. They are looking at three options, selling the project with the understanding the new owner will need to comply with the existing subdivision agreement, installing the required infrastructure (road and a shared well), or reverting the subdivision to return the property to one large parcel. In order to retain their subdivision entitlement all infrastructure must be in place by December 16, 2014.
7. **Design Review Board updates.** DRB approved the two design review applications: DRB-090856 – a request to replace the existing wood siding with stucco on the west side of the building on 906 First South St. and the back of the building at 902 First South St.; and DRB-090857 – a request to add a sidewalk café to the front of the building on Parcel # 400-03-163 at 907 Main St.
8. **Broadband.** A broadband vendor meeting on behalf of the Verde Valley Regional Economic Organization and hosted by Camp Verde, Clarkdale, and Cottonwood economic development directors is planned for May 15th in Clarkdale inviting those interested in constructing conduit/fiber connections along State Route 260 during the ADOT enhancements to the road along the 7.6 miles from Interstate 17 to Thousand Trails Road. This is the next step in the very long process to adding additional broadband capacity to the Verde Valley.
9. **Verde River Basin Partnership.** Administrative Supervisor Ellen Yates and Senior Planner Beth Escobar attended the Verde River Basin Partnership meeting on March 19<sup>th</sup>. Yavapai County made a presentation regarding legislative constraints for controlling water use in development. State legislation within the past several years regarding land division and protection of property rights makes it challenging for a local government entity to use zoning regulations to control development as a means of water conservation. Yavapai County has recently adopted a conservation subdivision ordinance to encourage developers to cluster residences in a central area. This lowers infrastructure costs and preserves green space. The meeting was well attended with representatives from both sides of the mountain.
10. **Permits Issued:** There were (6) building permits in March with a total of **\$3,300.00**. Since the last meeting, Community Development has issued the following permits:

A new single-family residence at 301 New Venture Road	An extensive remodel at 506 Main Street
Room addition at 1680 Cholla Lane	New photovoltaic solar electric at 2755 Windmill Lane
In-ground swimming pool at 1360 Sam Court	Electrical panel upgrade at 1320 Third South Street
Detached accessory structure at 1412 First North Street	

11. **New codes take effect.** As of April 11, 2014, the newly adopted 2012 International Construction Codes and the new 2011 National Electric Code with appendices take effect. The following is a list of all the codes affected:

International Building Code (IBC)	International Residential Code (IRC)
International Plumbing Code (IPC)	International Mechanical Code (IMC)
International Fuel Gas Code (IFGC)	International Swimming Pool and Spa Code (ISPSC)
International Energy Conservation Code (IECC)	International Property Maintenance Code (IPMC)
International Existing Building Code (IEBC)	2011 National Electric Code (NEC)

**OLD BUSINESS:**

- a. **AGENDA ITEM: WORKSESSION:** Continuing discussion regarding a parking policy for the Central Business District.

Commissioner Erickson provided a summary report of the walking survey of parking in the Central Business District he and Public Works Supervisor Durazo conducted on Monday, March 14, 2014:

- From frequent observation, there is currently no parking problem, however, there is the opportunity to add parking in the area to prepare for future growth.
- On-street parking spaces where the striping needs to be repainted were identified. Per Public Works Supervisor Durazo, these have been placed on the work program list for Public Works.
- Striped parking spaces can be added along both sides of Tenth Street between Main and First South.
- Striped parking spaces can be added on the west side of Tenth Street, north of Main, adjacent to the new patio area for Su Casa.
- No striping in front of private residences is proposed.
- On the east side of Ninth Street, in front of the post office, the yellow coloring on the curb can be removed and more striped parking can be added.
- It may also be possible to add a parking space near to the bus stop on Ninth Street. Public Works Supervisor Durazo will check engineering standards.
- A space can be added in front of 917 Main Street.
- Commissioner Erickson noted there are no on-street ADA parking spaces.
- Space is available to make more parking spaces west of the Historical Society Museum. The area needs to be striped and the weeds mowed.
- Two signs should be placed at the intersection of Ninth and Main providing direction to the public parking lot at the Town Complex.
- Town-complex lot should include signage for RV and Bus parking.
- Curbs in front of fire hydrants need to be repainted red. Mr. Durazo will meet with Chief Moore of the Clarkdale Fire District.
- Public Works Supervisor Durazo suggested the north side of First South be signed as no parking. This area has a rolled curb to provide access to the on-site parking on private property.

In summary, Commissioner Erickson stated he understands all of the above items take staff, time and money. However, the investment would make the Central Business area look like it is open for business.

**Commission Discussion:**

The Commission discussed the following:

- Chair Van Wye asked for an explanation of the 2-hour parking enforcement policy. Director Filardo stated the police have no active policy to enforce this restriction, however, they do respond to complaints. Director Filardo stated the 2-hour parking signs should be rotated so they are perpendicular to the street and more visible to drivers. She also mentioned there is a work order in place to turn the benches along Main Street around so they face the businesses.
- Commissioner Olguin stated, with the establishment of the BC Land Group office on Main Street, it will be important to have available parking for potential home buyers.
- Commissioner Erickson suggested the 2-hour parking signs on Main between Tenth and Eleventh should be eliminated. Director Filardo stated Gunner Hess, the new manager at Su Casa, likes the 2-hour limitation on the north side, in front of the restaurant, because it accommodates his customers.
- Commissioner de Blanc suggested the use of short-term parking permits to keep the Town parking friendly.
- Chair Van Wye asked if Main Street has an adequate width to encourage parking on both sides of the street east of the Ninth Street intersection. Public Works Supervisor Durazo stated the width of Main Street is adequate, however the curb height would need to be lowered to address safety concerns. Staff suggested this stretch of Main Street could be identified for future grant opportunities focusing on street improvements.
- Commissioner de Blanc asked about angle parking along Main Street. Staff informed the Commission in the past Town Council has not been supportive of angle parking due to safety issues.

Commission Erickson thanked Public Works Supervisor Durazo for his time. The Commission stated they appreciated his assistance.

**Recommendation/Commission Action:**

**Staff was given direction to schedule a walk through the Central Business District for the entire Commission.**

**Further, staff was directed to research whether the Town is compliant with ADA regulations for public parking in the Central Business area.**

**Staff was also directed to prepare a summary of the items already identified, assigning possible time frames for completion, and report back to the Commission. Each Commissioner will be provided a large map of the area for reference.**

- b. **AGENDA ITEM: WORKSESSION:** Discussion/possible action regarding developing a priority list of projects for consideration by the Commission.

Director Filardo presented the following summary of current Community and Economic Development projects:

Community and Economic Development Projects

Category	Project	Components	Current Status	Estimated Completion Date
<b>Current Planning</b>				
Clarkdale Metals CUP	Extension of Luke Lane to Cement Plant Road	1. Town to acquire right-of-way dedication from Salt River Materials Group. 2. Town and Clarkdale Metals will re-negotiate development agreement	Current development agreement expires August 4, 2014	Fall 2014
Mountain Gate	Sign and Sales Office Review	DRB review and approval	DRB submittal due by April 16, 2014 Town driven	Summer 2014
Mountain Gate	Acquisition of Centerville properties	Negotiation and acceptance, Council approval		Winter 2015
Mountain Gate	Dedication of Mountain Gate Road easement across Conlin property	Creation of Legal documents	No specific date	NYD
Crossroads at Mingus	Major amendment to the PAD to add eight apartment units	Public Hearings at Planning Commission and Council	Rezoning application submittal received April 10, 2014 Scheduled for May Planning Commission meeting	Summer 2014
Crossroads at Mingus	Mescal Spur/SR 89A Improvements	Coordinate the project to create a right-in/right-out intersection onto Mescal spur	Initial design underway by developer	Summer 2015
Paz & Cota Subdivision	Abandonment of right-of-way from property owner request	Council action	TBD-waiting for legal description	NYD

Community and Economic Development Projects

Category	Project	Components	Current Status	Estimated Completion Date
Code Revisions	Outside Consultant Fees	Council work session and public hearing	Staff report due to Town Clerk by May 13	Summer 2014
	Accessory Dwelling Units	NYD	NYD	NYD
	Parking regulations	Public Hearings at Planning Commission and Council	Aug-14	Summer 2014
Wireless Facility CUP	Verizon application	Public Hearings at Planning Commission and Council	NYD	NYD
AZ APA Conference	Session Submittal on the Water Resource Management Plan	Submit proposal for panel discussion	2-May-14	Winter 2015
New Zoning Map	Adopt new zoning map to reflect Verde Valley Ranch: Zone Changes approved in 2013	Public Hearings at Planning Commission and Council		Summer 2014
Master Plan - Verde River @ Clarkdale	Stakeholders meeting May 9, 2014 - Floating ideas on the Verde River @ Clarkdale	Facilitate coordination of meeting with 100+ anticipated attendees	9-May-14	Spring 2014
Water Resource Management Program	Small Town Water Forum	Facilitate coordination of meeting with 100+ anticipated attendees	26-Jun-14	Spring 2014

Community and Economic Development Projects

Category	Project	Components	Current Status	Estimated Completion Date
	Wellness Fair	Community fair featuring traditional and alternative local medical providers and wellness topics		Fall 2014
	National Train Day	Coordinated marketing event with Verde Canyon Railroad and Local First Arizona	10-May-14	10-May-14
	Visitor Intercept Study	Collaborate with Verde Valley regional partners on one-year study run by NAU	Training planned for April 23rd Funded by Town	
Marketing	Locally Clarkdale	Facebook and Mobile applications posting	FB app is up; global launch of mobile app awaiting map files	On-going
Sustainable Community & Economic Development Plan	Business Recruitment	Work with individual property owners, business owners, and the Arizona Commerce Authority to respond to inquiries		On-going
	Job Retention	Work with Northern Arizona Council of Governments to retain jobs and retain workers as required	Working with Rapid Response team to place 8 workers laid off by Clarkdale Metals	On-going
	Partnership with Small Business Development Center and Yavapai College		Marketing business-oriented existing courses at both Verde Campus and Business Assistance Center	

Community and Economic Development Projects

Category	Project	Components	Current Status	Estimated Completion Date
Workforce Development	WVRED Education Forum	Work with regional school districts and businesses to present findings on the future of workforce development in the Verde Valley	Forum scheduled for April 22nd at Sedona Performing Arts Center from 9:30 AM - 1 PM	April 22nd
	Broadband in SR 260	Providers Information meeting for all registered providers	15-May-14	
	Wayfinding Signs			Fall 2014
	Branding of Arts & Entertainment District			Fall 2014
	Expanding Broadband Access	Planning for fiber extension into Clarkdale and for conversion of dark fiber		NYD

**Commission Discussion:**

Commissioner Olguin asked what compromises the Verde Valley Region. Director Filardo stated the Verde Valley includes five municipalities; Clarkdale, Cottonwood, Jerome, Sedona and Camp Verde; plus all of the unincorporated communities on this side of Mingus Mountain including the Village of Oak Creek, Cornville, Lake Montezuma and Rimrock. Chair Van Wye asked Director Filardo what she would like the Commission to do with this information. Director Filardo stated it is for information only. The Commission agreed there are enough ongoing projects and none should be added at this time.

**Recommendation/Commission Action:**

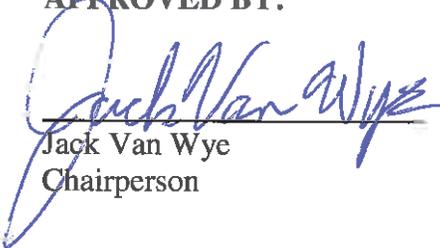
The Commission directed staff to revise the Current Project list to include more refined timelines and highlight any projects where the Commission could offer assistance.

6. **AGENDA ITEM: FUTURE AGENDA ITEMS:** Further discussion regarding parking issues.

May 20, 2014 – Public Hearing for the major amendment to the Planned Area Development for the Crossroads at Mingus  
Future date – continued review of Central Business District parking  
Future date – review revised Current Projects list

7. **AGENDA ITEM: ADJOURNMENT:** Chair Van Wye entertained a motion for adjournment. Commissioner Erickson motioned to adjourn the meeting. Commissioner Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 5:35 p.m.

**APPROVED BY:**

  
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Jack Van Wye  
Chairperson

**SUBMITTED BY:**

  
\_\_\_\_\_  
Beth Escobar  
Senior Planner