



NOTICE OF A SPECIAL MEETING
OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE

Monday, November 10, 2014 4:00 pm
Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street

In accordance with Resolution #215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes,

NOTICE IS HEREBY GIVEN that the Planning Commission of the Town of Clarkdale will hold a SPECIAL Meeting Monday, November 10, 2014 at 4:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

All members of the public are invited to attend.

GUIDELINES FOR PUBLIC COMMENT

The Town of Clarkdale endorses civil discourse. If you wish to speak at this meeting, please:

- Fill out a "Comment Card" and deliver to a staff person.
- When recognized, step to the podium and state your name and whether you are a Clarkdale resident.
- Direct all comments to the Planning Commission. Do not enter into a dialogue with the applicant or other members of the public.

The undersigned hereby certifies that a copy of this notice was duly posted on the Town Hall bulletin board, located at 890 Main Street, Clarkdale, Arizona on November 4, 2014 at 1:00 p.m.

Vicki McReynolds
Vicki McReynolds
Administrative Assistant II

www.clarkdale.az.gov

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **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 comments to **FIVE MINUTES**.
4. **MINUTES:**
 - a. Consideration of the **Regular Meeting Minutes for October 21, 2014.**
5. **REPORTS:**
 - a. Chairperson and Members Report
6. **OLD BUSINESS:**
 - a. **WORKSESSION:** Discussion/possible action regarding the Focus Area Plan development including a discussion of the public process and creation of a 'practice' draft master plan for the Clarkdale Parkway to Centerville Road portion of the SR 89A Focus Area.
 - b. **WORKSESSION:** Discussion/possible action regarding proposed changes to Chapter 13 of the Town of Clarkdale Zoning Code expanding application requirements and adopting criteria for the approval of a zone change amendment.
7. **NEW BUSINESS**
 - a. **WORKSESSION:** Discussion/possible action regarding possible changes to the Wireless Communication Tower Ordinance.
 - b. **Discussion/possible action** regarding the Planning Commission meeting schedule for December.
8. **FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, OCTOBER 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 October 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
	Craig Backus	Present

Staff:

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar

Others in Attendance: None.

- 1. AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 4:00 p.m.
- 2. AGENDA ITEM: ROLL CALL:** Director Filardo called the roll.
- 3. AGENDA ITEM: WELCOME NEW COMMISSION MEMBER:** Craig Backus.
- 4. 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.

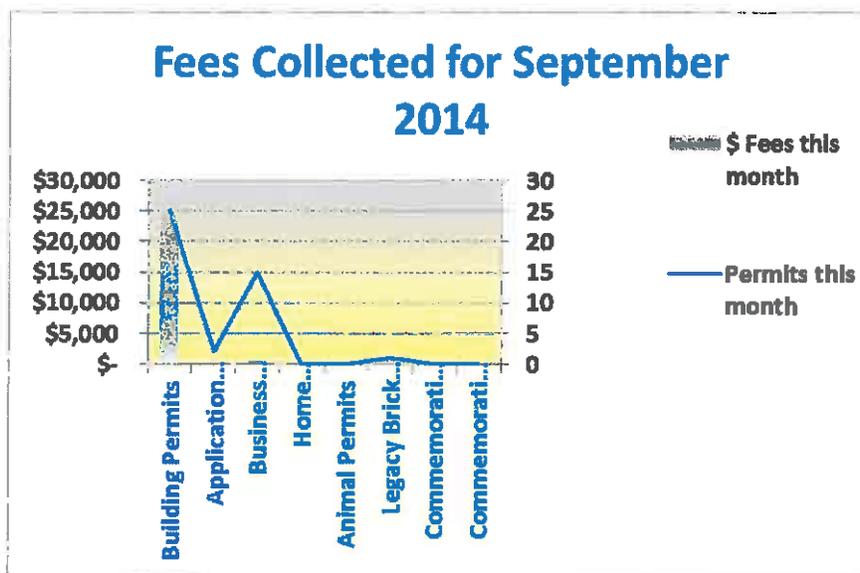
- 5. AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of September 16, 2014**. Chair Van Wye stated he had some minor corrections to the draft minutes and he would entertain a motion to accept the minutes. Commissioner de Blanc motioned to approve the Regular Meeting Minutes of September 16, 2014 with corrections. Commissioner Erickson seconded the motion. The motion passed unanimously.

6. AGENDA ITEM: REPORTS:

a. Chairperson & Members Report: None.

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

1. **Sustainability in Our Backyard – October 18, 2014.** We have 22 confirmed vendor attendees for the October 18 Sustainability in Our Backyard event. The Clarkdale Fire District will be having an open house on this date from 10-2 so we will be working together to refer people to back and forth to each event. Come recycle your e-waste, check out a variety of solar displays, have a massage, learn about bees, support local businesses and so much more!
2. **Events Recap – a good time was had by all!** The Poker Stroll on September 20th generated 93 poker hands submitted and good, happy traffic along Main Street for the event. Clarktoberfest was a “knock it out of the park” event with most of our local businesses scoring their best or second best days ever. We estimate we had about 2,000 folks to the event throughout the day. Everyone seemed to have a great deal of fun and folks are already clamoring for the next event.
3. **Broadband in the Verde Valley.** A meeting of 17 businesses, providers, economic developers and others interested in increasing broadband capacity in the Verde Valley was held on August 14, 2014 in the Men’s Lounge. The purpose of the meeting was the planning of a Verde Valley-wide aggregate demand study to determine what sort of broadband support is desired here. Attached below please find the vision for the project, FYI.
4. **Fees collected by Community Development for September, 2014.**



5. **Crossroads at Mingus.** Staff met with representatives of PTM Enterprises, owners of the Crossroads at Mingus subdivision, to discuss the multi-family portion of this project. The Town attorney and the attorney for the applicant participated in this discussion via conference call. PTM has asked for a determination of the required process if they or another developer were to ask in an

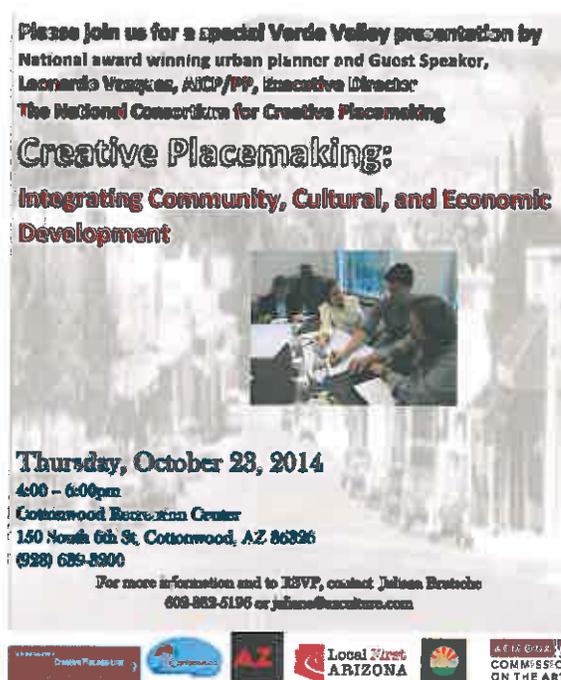
increase over the eight previously discussed multi-family units on the 1.66 acre parcel within this subdivision. The Town attorney is researching this and will respond.

6. **Dollar General Store.** Staff sent a response letter to the applicant for the proposed Dollar Store at 1191 SR 89A next to Olsen’s Grain. The letter listed several areas where the proposal did not conform to regulations in the zoning code. Staff has had several conversations with the design team for this project; the design team traveled to Clarkdale on October 7th for a meeting with staff and Chief Moore of the Clarkdale Fire District. At the meeting, we were able to come to consensus on a variety of outstanding issues. This will be the first project where we require a deposit towards legal and engineering review fees per Ordinance #364 and this is the first commercial building permit in the Town for many years.

7. **Northern Arizona Council of Governments.** NACOG Community Economic Development Strategies. Clarkdale continues at the table in development of the five year plan NACOG’s Economic Development Committee. This is important as any project for which seek Economic Development Administration funds must be supported in this plan. Historic outdoor recreational tourism are represented as are arts and culture-related projects.

8. **Mountain Gate.** Concrete foundations are being poured and building is underway in Mountain Gate. We’re very happy with the progress thus far.

9. Creative Placemaking Event on October 23rd. See flyer attached.



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7. AGENDA ITEM: ELECTIONS – CHAIRPERSON and VICE CHAIRPERSON:

Commissioner Erickson made a motion to elect Commissioner Van Wye as Chairperson. Commissioner de Blanc seconded the motion. Commissioner Van Wye accepted the nomination and was elected unanimously. Commissioner Erickson motioned to elect Commissioner de Blanc as Vice Chairperson. Commissioner Olguin seconded the motion. Commissioner de Blanc accepted the nomination and was elected unanimously.

8. NEW BUSINESS:

AGENDA ITEM: WORKSESSION: DISCUSSION AND POSSIBLE ACTION:
Regarding proposed changes to Chapter 13 of the Town of Clarkdale Zoning Code expanding application requirements and adopting criteria for the approval of a zone change amendment.

Background:

Staff is proposing modifications to Chapter 13, Section 13-2, of the Town Zoning Code. This section deals with the procedure for zoning amendments.

Per Arizona Revised Statutes, 9-462-01.12.E, the Town may ‘approve a change of zone conditioned upon a schedule for development of the specific uses or uses for which rezoning is requested.’”

Because the current zoning code is not clear regarding this issue, staff is suggesting language changes to Section 13-2.C specifying the requirement of a specific development plan for the proposed use for a zone change amendment.

In addition, staff is proposing to add language to Section 13-2.F adopting criteria on which the Planning Commission shall base their recommendation of a zoning amendment application. Staff is recommending general guidelines based on criteria currently used during staff review of a zone change application.

Legal Opinion

Per the Town attorney, the Town may modify the existing zone amendment procedures without risking exposure under the Arizona Private Property Protection Act of 2006 (Prop. 207).

Recommendation

Staff is requesting input from the Commission regarding these proposed changes to the Zoning Code.

Commission Discussion

The Commission asked staff to modify the language in the draft ordinance as follows;

- In the opening sentence of proposed Section F, change to the Commission ‘may’.
- Change the language in numbers 3-5 to be less subjective.
- Specify in #6 the utility extension shall be done at the applicant’s expense.
- Add a criteria stating the application must be in compliance with all Town ordinances, including lighting, landscaping and parking requirements.

The Commission directed staff to make the recommended changes and bring this item back for further discussion in a worksession.

Action: This being a discussion item only there was no action taken.

9. OLD BUSINESS:

AGENDA ITEM: WORKSESSION: DISCUSSION AND POSSIBLE ACTION:

Regarding the draft agenda and attendee list for the November 6, 2014 Clarkdale Parkway to Centerville Roundabout Focus Area Meeting.

Background:

The first Focus Area stakeholders meeting is scheduled for November 6, 2014 from 5:00 to 6:30 p.m. The first sub-area is the portion of SR 89A from Clarkdale Parkway to the Centerville roundabout. The following stakeholders are on the invitation list:

Newgate Homes at Mountain Gate
Beaver Creek Development (Conlin Family)
Arizona Title & Trust Co (Selna & Mongini)
Joram Corporation (Mold in Graphics)
Salt River Material Group
Clarkdale Fire District
Yavapai-Apache Nation
UVX Mongini Co.
ADOT
Cottonwood Area Transit (CAT)

In addition, the Town of Clarkdale Public Works department will be invited to attend.

The purpose of this meeting is to garner input from property owners and stakeholders regarding future development of this area. A draft agenda and invitation are included with this report. The agenda will be posted as a special Planning Commission meeting. The goal of the stakeholder's meeting is to create a draft master plan for the area identifying building placement, access, parking areas and opportunities for interconnectivity between properties. It is possible this may take more than one meeting with the stakeholders group.

The next meeting, which will be open to the general public, is scheduled for December 11th, 2014 from 5:00 – 8:00 p.m. At this meeting, the draft plans will be presented for comments. Since this is a new process it is important to recognize these dates may need to be fluid.

As a reminder, this is the first of many meetings regarding the SR 89A corridor. Staff anticipates there will be some common themes heard as we move from area to area along the corridor. Once all the segments are completed, staff and the Commission will finalize a master plan for the corridor.

As previously discussed, the first draft plan on the Clarkdale Parkway to Centerville Road roundabout will be presented to Council for review and input on the process. After incorporating the Council's input, the final draft plans for each focus area will be presented to Council for adoption. The final draft plans will provide a guide for future development in each of the four focus areas: SR 89A Corridor, Broadway Corridor, Bitter Creek Industrial Area and Arts & Entertainment District.

Recommendation

Staff is requesting input from the Commission regarding process and scheduling.

Commission Discussion

The Commission discussed the following:

- The importance of working with the stakeholders to develop a plan for development. The Commission should not appear like they are forcing something on the applicant.
- The importance of full participation by the stakeholders to produce a good plan.
- Suggested staff personal contact property owners to discuss the process prior to sending out an invitation.
- We should take our time in developing this process since we have never done this before.
- To postpone the proposed November 6 meeting until we are clear on the process.
- Developing a focus area plan is a great information gathering process that will benefit the Town and the property owner.

Director Filardo stated the plans will prepare the Town to respond to inquiries from developers.

ACTION: Staff was directed to proceed provide feedback on the personal outreach to the identified stakeholders and set-up a mock meeting to be scheduled for the next regular Planning Commission meeting.

10. FUTURE AGENDA ITEMS:

- a. Further discussion regarding proposed changes to Chapter 13 of the Zoning Code.
- b. Further discussion regarding development of Focus Area plans.

Staff was asked to reschedule the regular meeting for November 18 due to the inability of Chair Van Wye to attend. Staff will research room availability and survey the rest of the Commission before rescheduling the meeting.

11. ADJOURNMENT: The Chair entertained a motion for adjournment. Commissioner de Blanc motioned to adjourn the meeting. Commissioner Erickson seconded the motion. The motion passed unanimously. The meeting adjourned at 5:18 p.m.

APPROVED BY:

SUBMITTED BY:

Jack Van Wye
Chairperson

Beth Escobar
Senior Planner



Staff Report

Agenda Item: Discussion/possible action regarding the Focus Area Plan development including a discussion of the public process and creation of a 'practice' draft master plan for the Clarkdale Parkway to Centerville Road portion of the SR 89A Focus Area.

Staff Contact: Beth Escobar

Meeting Date: November 10, 2014

Presented to: Planning Commission

Background:

Per the Commission's direction, staff has contacted the following stakeholders regarding development of the Focus Area Plans:

Newgate Homes at Mountain Gate
Beaver Creek Development (Conlin Family)
Arizona Title & Trust Co (Selna & Mongini)
Joram Corporation (Mold in Graphics)
Salt River Material Group
Clarkdale Fire District
Yavapai-Apache Nation
UVX Mongini Co.
ADOT
Cottonwood Area Transit (CAT)

Practice Plan Making

In preparation for the upcoming stakeholder's meeting, staff has prepared a practice plan making:

- Step 1: Identify desired uses using icons
- Step 2: Place desired uses at preferred locations on map
- Step 3: Identify driveway access, shared access and connections
- Step 3: Draw in parking, building orientation, pedestrian connections
- Step 4. Identify future transit stops

Recommendation

Staff is requesting input from the Commission regarding process and scheduling.



Staff Report

Agenda Item: Discussion/possible action regarding proposed changes to Chapter 13 of the Town of Clarkdale Zoning Code expanding application requirements and adopting criteria for the approval of a zone change amendment.

Staff Contact: Beth Escobar

Meeting Date: November 10, 2014

Presented to: Planning Commission

Background:

The Planning Commission reviewed the draft changes to Chapter 13 of the Zoning Code at the October 21 meeting and provided staff with input on the proposed language.

Section F of the draft ordinance has been revised so the language is more defined as to the criteria to be used in reviewing a zone change application.

Recommendation

Staff is requesting input from the Commission regarding these proposed changes to the Zoning Code and a recommendation to schedule this item for review in a Public Hearing.

Attachments:

1. Draft Code Changes to Chapter 13

CHAPTER 13 – SECTION 13-2 Procedures for Amendments

C. Application –add the following language:

The following information shall be included with all applications for a zone change amendment:

1. A detailed description of the proposed development for which the zone change is being requested including a specific schedule for proposed improvements. (A.R.S. 9-462.01.12.E)
2. A draft site plan showing proposed building layout, parking, and all proposed construction or modifications to an existing structure. Site plan shall include notation for any proposed dedication of public rights-of-way or drainage areas.
3. A narrative of how the requested zone change complies with the Clarkdale General Plan. (A.R.S. 9-462-01-12.F)
4. Completed application.
5. Legal description of the property.
6. Copy of property title or statement of letter of authorization from the property owner.
7. Proposed neighborhood participation plan to ensure the applicant pursues early and effective participation from the community regarding the proposed zoning amendment. This plan shall be implemented prior to the first public hearing.

F. Recommendation of the Commission –add the following language:

The Planning Commission may consider the following when reviewing a zone change amendment request:

1. The amendment conforms to the Clarkdale General Plan, specifically the Land Use Element.
2. The amendment conforms to a Focus Area plan, if applicable.
3. The proposed development provides buffering to adjacent land uses.
4. The proposed development mitigates traffic impact.
5. The proposed development mitigates noise impact to surrounding properties.
6. The subject property is located in an area where Town utilities are available or the applicant will extend Town utilities as part of the proposed development.
7. The proposed development will conform to all existing zoning regulations, including the Outdoor Lighting Code and Landscape Design Standards.
8. The proposal provides community benefits such as:
 - a. Pedestrian connections.
 - b. Vehicular connections.
 - c. Public right-of-way will be improved and dedicated to the Town.
 - d. Utility infrastructure will be installed and dedicated to the Town.
 - e. Public space will be improved and dedicated to the Town upon request by the Town.
 - f. Open spaces will be protected.

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Staff Report

Agenda Item: Discussion/possible action regarding possible changes to the Wireless Communication Tower Ordinance.

Staff Contact: Beth Escobar

Meeting Date: November 10, 2014

Presented to: Planning Commission

Background:

At their October 28, 2014 meeting, Town Council directed staff to schedule a review of the Wireless Communication Facilities Ordinance adopted in July of 2013. Council would like the Commission to determine whether changes can be made to the Ordinance that provide more of a buffer area between wireless facilities and residential property. Specifically, Council directed staff to look at the following two options:

- Requiring a buffer distance from wireless facilities to residential properties.
- Revising the 89A Highway Corridor Overlay to include all commercially zoned property along the highway corridor.

Staff has asked for direction from the Town Attorney regarding what modifications to the existing code might be possible. We hope to report this information to the Commission at the November 10th meeting.

Recommendation

Staff is requesting input from the Commission regarding changes to the Wireless Communication Facilities Ordinance and a recommendation to schedule this item for review in a Public Hearing.