

**PLANNING  
COMMISSION  
DECEMBER 16, 2014**

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, DECEMBER 16, 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 December 16, 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	Excused
	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 4:02 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 **Special Meeting Minutes of November 10, 2014.** Director Filardo explained extensive edits were done to the draft minutes included in the Commissioner's packets to better reflect the discussion during the November 10, 2014 Special Meeting. Commissioner Olguin stated he had some minor corrections to the revised draft minutes. **Commissioner Backus motioned to approve the Special Meeting Minutes of November 10, 2014 with corrections. Commissioner Olguin seconded the motion. The motion passed unanimously.**

**5. AGENDA ITEM: REPORTS:**

- a. Chairperson & Members Report:** Commissioner de Blanc shared with the Commission she listened to the audio recording of the November 18, 2014 Town Council meeting regarding the Rongo rezoning request and feels very positive about the process. She shared with the Commission the supportive comments made by members of Town Council regarding the hard work of the Planning Commission.

Chair Van Wye stated he recently viewed an Arizona Highways show highlighting the Wilcox Vineyards. The show focused on two interns from France working at the vineyard in Wilcox. He found the international connection interesting.

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

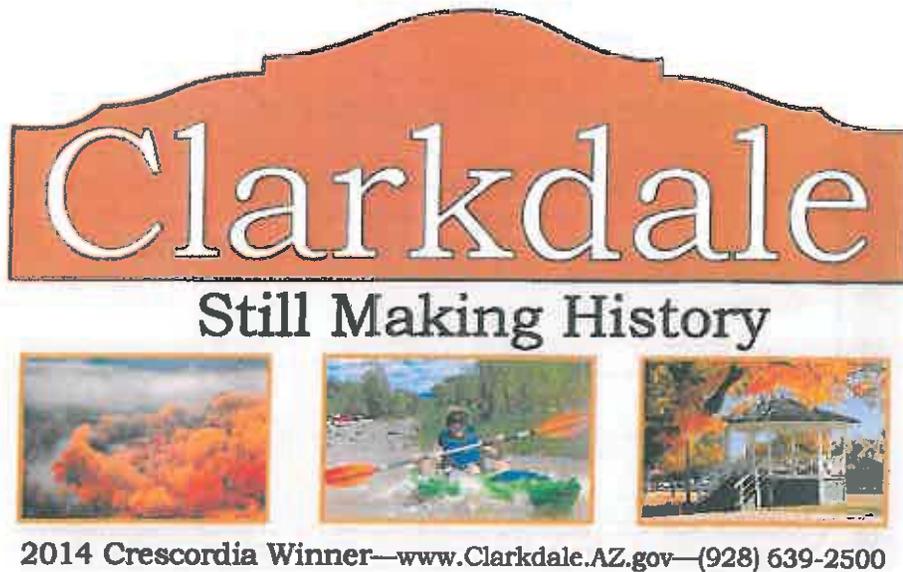
1. **Dollar General Store.** At their November 5<sup>th</sup> meeting the Design Review Board approved the site plan and design for the proposed Dollar General Store at the Lisa/Lincoln roundabout adjacent to Olsen's Grain. Entrance to the building will be from Lisa Street and the project will include a driveway connection from Lisa Street to the back of Olsen's Grain. At the meeting, Steve Sischka and Mike Olsen spoke to the importance of this connection stating it provides a secondary exit for employees in the event of an emergency event, and will also be more convenient for customers. Several residents of the Foothill Terrace neighborhood expressed concern about the potential traffic impact of the project. Based on information from the applicant's traffic study, data from recent traffic counts in the area conducted by the Town and initial review comments from the Town engineer, the proposed entrance to the project from Lisa Street will not present a traffic safety issue. The applicant will now begin finalizing construction plans and preparing the required Phase II drainage plan and plans to submit a building permit by the end of this year.
2. **Verde Valley-wide marketing project.** Meeting with Solimar and Sedona Chamber. In support of the valley-wide strategic marketing plan underway with support from the Walton Family Foundation, I met with representatives from Solimar and with Jennifer Wesselhoff to review the approaches and target areas for consideration in Clarkdale. The plan is to use the Sedona Verde Valley Tourism Council (of which we are members) as the executive leadership on this project and to build a team of about 100 stakeholders to bring expertise to the table representing key constituencies throughout the valley. I'm really excited for this project to begin as I think this will advance the tourism offerings in Clarkdale even further. The next meeting of the stakeholders is planned for February 2015.
3. **Local First Arizona.** The Town is hosting and sponsoring the Local First Arizona's Second Annual Food & Farm Finance Forum here in the auditorium on January 15 and 16, 2015.
4. **Sustainable Clarkdale.** At the quarterly meeting regarding the Verde River @ Clarkdale, staff and the Mayor reviewed the displays created for each river access point highlighting the amenities planned by site and drawn to scale. The next step in the process is to ascertain whether or not any of the planned amenities are targeting sensitive



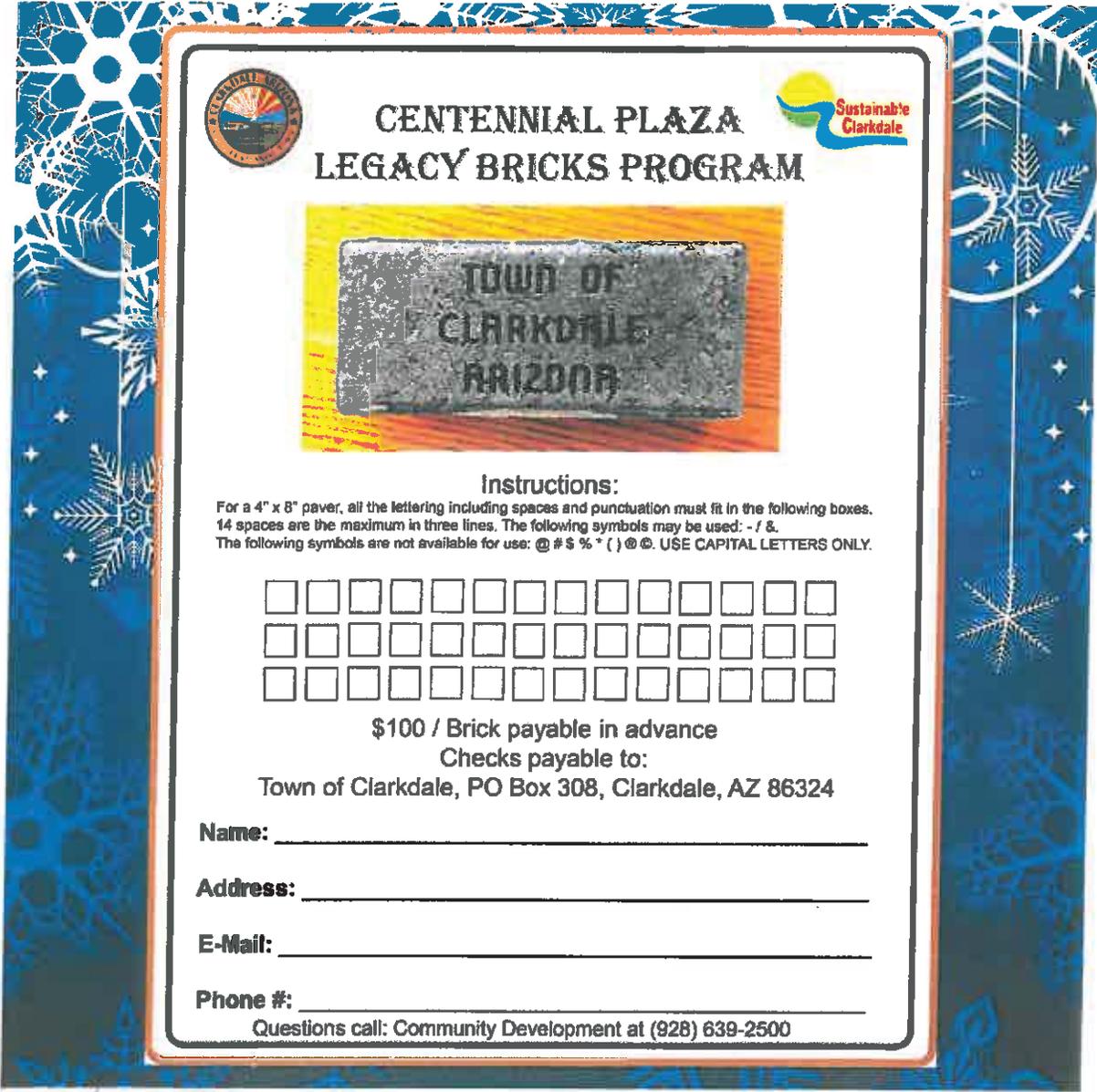
areas to be identified through the archaeological survey process currently underway through Cornerstone Environmental. The estimated costs for the amenities (boating facilities, remediation/protection, and community amenities) as calculated by Peak Engineering are as follows: Lower TAPCO RAP = \$880,585.50 and TuziRAP = \$813,299.67. Relative to the Water Resources Management Program, staff met with Dr. Laurel Lacher to review possible next steps in this project given the recommendations report for consideration at the upcoming Council meeting. The overall plan will be based on feedback from the Council work session coupled with an analysis of ways in which each item may be addressed given staffing constraints and funding.

Director Filardo informed the Commission the Town Council approved both of the conceptual plans at the December 4 meeting.

5. **Advertising in AZ Business** for their November/December issue. We've taken out an ad for the next issue of AZ Business highlighting the 40 most admired companies in Arizona and an article on the Crescordia Award winners of 2014 – including Clarkdale!



6. **Wine writers familiarization trip.** At the request of the folks from Four Eight Wineworks, staff and Drake Meinke gave a presentation at Four Eight Wineworks on Sunday about the stories of Clarkdale to a group of about ten international wine editors and writers who were touring this area as guests of Maynard Keenan. Not only did they seem enthusiastic about the wine, but also they enjoyed the stories and several agreed to mention the upcoming re-enactment of the bank robbery and the historic home tour.
7. **Legacy Bricks in Centennial Plaza.** For someone with everything, don't forget the possibility of memorializing them in our Centennial Plaza in front of the Clark Memorial Clubhouse. See the updated form to submit your order. One brick is \$100 for 14 spaces formatted in 3 lines. Please see Community Development if you have questions.



The image shows a form for the Centennial Plaza Legacy Bricks Program. At the top left is the Town of Clarkdale logo, and at the top right is the Sustainable Clarkdale logo. The title is "CENTENNIAL PLAZA LEGACY BRICKS PROGRAM". Below the title is a photograph of a brick with the text "TOWN OF CLARKDALE ARIZONA" embossed on it. The form includes instructions for lettering on a 4" x 8" paver, a grid of 33 boxes for letter entry, and contact information for the Town of Clarkdale. The form is set against a blue background with white snowflake patterns.

**CENTENNIAL PLAZA  
LEGACY BRICKS PROGRAM**

**TOWN OF  
CLARKDALE  
ARIZONA**

**Instructions:**  
For a 4" x 8" paver, all the lettering including spaces and punctuation must fit in the following boxes. 14 spaces are the maximum in three lines. The following symbols may be used: - / &. The following symbols are not available for use: @ # \$ % \* ( ) @ ©. USE CAPITAL LETTERS ONLY.


**\$100 / Brick payable in advance**  
**Checks payable to:**  
**Town of Clarkdale, PO Box 308, Clarkdale, AZ 86324**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

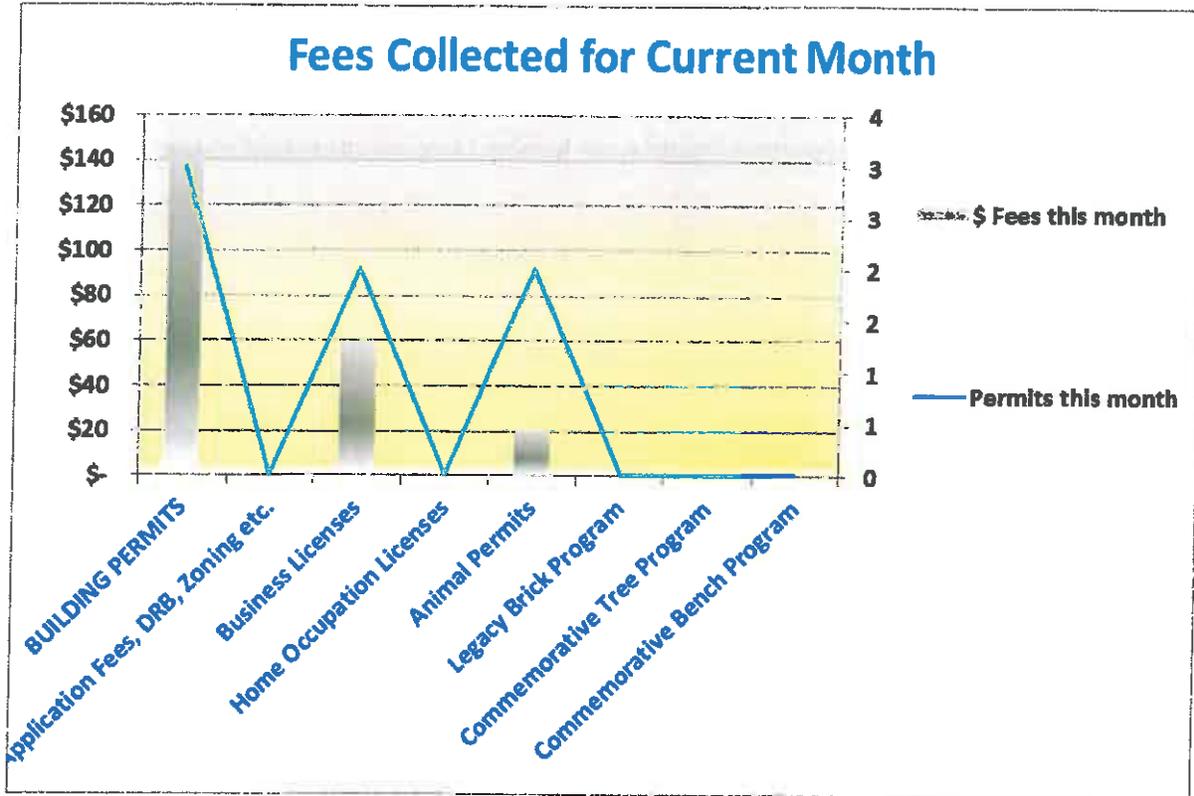
Questions call: Community Development at (928) 639-2500

8. **Staff met with the business manager for Glenarm Land Company.** They are proposing exterior renovations to the apartment building on Eleventh Street, including new exterior colors. They have decided on a deep red for the exterior color and will choose a trim color after the building is repainted. They hope to begin this project within the next few weeks.



9. **Planning Commission Focus Area Meeting.** An email invitation was sent out to eight property owners/stakeholders requesting their attendance at the January 20<sup>th</sup> Planning Commission meeting for the first Focus Area Conceptual Plan meeting. This first meeting will study the section of SR 89A between Clarkdale Parkway and Centerville Road.

**10. November 2014 Statistics.**



**6. AGENDA ITEM: NEW BUSINESS**

- a. **PUBLIC HEARING:** Regarding an ordinance of the Mayor and Town Council of the Town of Clarkdale adding language to Chapter 13, Section 13.2.C expanding the requirements for a zone change amendment application and Section 13.2.F adopting criteria for the Planning Commission to base their recommendation on for a zone change application.

Senior Planner Escobar presented the following information:

The Planning Commission has conducted two worksessions regarding proposed changes to Chapter 13 of the Zoning Code. The amendments being proposed adopt a requirement for a specific development plan to accompany all zone change applications. In addition, language is being added to provide guidelines for the Planning Commission to use in evaluation of a zone change request. Staff has made changes to the draft language per the direction from the Planning Commission.

The purpose of these suggested changes is to have a clear understanding of the proposed development related to a rezoning application and to have criteria available for the Planning Commission to use when considering a zone change request.

To facilitate measuring the impact any proposed change has to the surrounding neighborhood, a requirement is being added under Section 13.2.C requiring the applicant to conduct a neighborhood participation plan prior to the application moving forward to a public hearing. This provides the opportunity for the applicant to address issues raised by the neighbors at an early stage of the project.

The changes being proposed are in conformance with Arizona Revised Statutes, 9-462-01.12.E, which states 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.'

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).

**DRAFT ORDINANCE:**

**ENFORCEMENT, AMENDMENTS & PENALTIES ZONING CODE CHAPTER THIRTEEN  
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. A summary of the neighborhood input shall be presented by the applicant to the Planning Commission.

**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 proposed development will conform to all existing zoning regulations, including the Outdoor Lighting Code and Landscape Design Standards.
7. The proposal provides community benefits such as:
  - a. Pedestrian connections.
  - b. Vehicular connections.
  - c. Public right-of-way will be improved at the expense of the applicant/developer and dedicated to the Town.
  - d. Utility infrastructure will be installed at the expense of the applicant/developer and dedicated to the Town.
  - e. Public space will be improved at the expense of the applicant/developer and dedicated to the Town upon request by the Town.
  - f. Open spaces will be protected.

**Staff Recommendation**

Staff is requesting the Planning Commission recommend approval of the proposed changes and move this item forward to Town Council or provide specific changes for the draft ordinance.

**Commission Discussion:**

Chair Van Wye asked who conducts the neighborhood meeting. Senior Planner Escobar explained this would be the responsibility of the applicant. Staff would provide support such as recommending a venue and providing mailing labels.

Commissioner Olguin recommended the language regarding the applicant's obligation to fund all required improvements. After some discussion by the Commission it was agreed to create a new number 8 including the specific language.

Commissioner Backus suggested the term 'neighborhood meeting' might not apply in all instances depending on where the subject property was located. Commissioner de Blanc asked if renters had the right to participate in the process. Staff explained that the mailings are to property owners, since this information is obtained from the Yavapai County Assessor's Office database. However, the subject

property is always posted and a notice published in the local paper to inform people living near a subject property.

After discussion, the Commission agreed to change this language to ‘neighboring property owners.’

**Open Public Hearing:** Chair Van Wye opened the Public Hearing. There was no public present for this meeting.

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

- b. Consideration 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.

**COMMISSION ACTION:** Commissioner Olguin moved to recommend approval of the proposed revisions to Chapter 13 of the Town of Clarkdale Zoning Code, with the changes discussed, to Town Council. Commissioner de Blanc seconded the motion. The motion passed unanimously.

**7. OLD BUSINESS:**

- a. **WORKSESSION:** Discussion/possible action regarding updates from staff on the progress of the Focus Areas project.

Senior Planner Escobar informed the Commission that six of the eight invitees have responded to the email invitation sent on December 4 and stated they will be able to attend the January 20<sup>th</sup> meeting. Commission Backus agreed to reach out to the two remaining invitees to personally encourage them to attend the meeting.

The Commission agreed to proceed with the scheduled January 20<sup>th</sup> meeting and informed staff the Focus Area Plan should be the only item on the agenda for this meeting. Commission Olguin suggested the agenda for this meeting should be very specific. Staff agreed to present an agenda with specific steps and include time estimates for each step. Chair Van Wye and Vice-Chair de Blanc agreed to review the adequacy of this specific list at their regular agenda review meeting in early January.

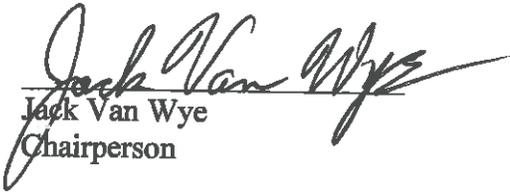
**8. FUTURE AGENDA ITEMS:**

- a. Senior Planner Escobar informed the Commission staff has begun working on revisions to all of the commercial zoning districts in the Zoning Code to increase consistency and improve comprehensiveness of the code. Chair Van Wye directed staff to place this as a future agenda item on the January agenda.

- 9. **ADJOURNMENT:** There being no further business for consideration, Commissioner de Blanc moved to adjourn the meeting. Commissioner Backus seconded. The meeting was adjourned at 4:47.

**PLANNING  
COMMISSION  
DECEMBER 16, 2014**

**APPROVED BY:**

  
\_\_\_\_\_  
Jack Van Wye  
Chairperson

**SUBMITTED BY:**

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