

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, APRIL 21, 2015, 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 21, 2015, at 4:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

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

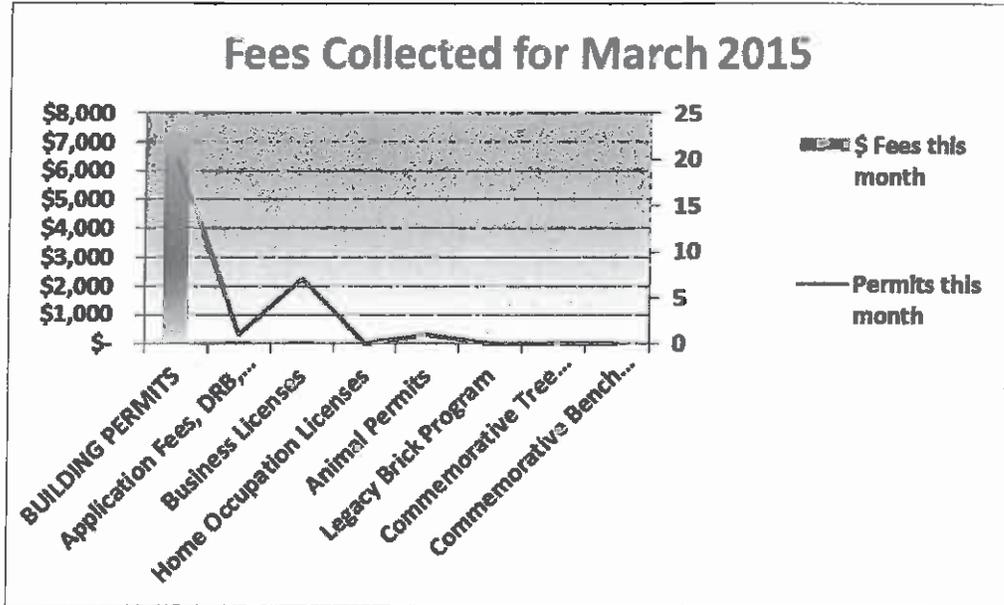
**Others in Attendance:** Robin and Curt Wilber, Ralph Clemmer.

1. **AGENDA ITEM: CALL TO ORDER:** Vice Chair de Blanc 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 17, 2015**. The Vice Chair entertained a motion to accept the minutes. **Commissioner Erickson motioned to approve the Regular Meeting Minutes of March 17, 2015. Commissioner Olguin seconded the motion. The motion passed unanimously.**
5. **AGENDA ITEM: REPORTS:**
  - a. **Chairperson and Members Report- None**
  - b. **Director's Report**

**1. March 2015 Statistics.**



**2. Permits Issued.**

- Room addition at 139 Zuni Drive
- New single family home at 1205 Valley View Road (pending Fire District plan review)
- New mobile home in the Lampliter mobile home park
- Carport and accessory building at 2101 Old Jerome Highway
- Accessory structure at 1445 Minerich Road
- Kiln installation at 500 Fiesta Street
- Accessory structure at 941 Calle Figueroa
- Fence permit at 2060 Windy Street
- Grading permit at 999 Highway 89a
- Photovoltaic solar electric at 1360 Sam Court
- Porch cover at 1501 First South Street
- Remodel at 2226 Canyon Drive (formerly Norma Hale's property)
- Industrial remodel at 250 Rincon Drive (new home of Misany Engineering)
- Basement remodel at 261 Gale Avenue
- Accessory structure and electrical upgrade at 2215 Austin Way
- Re-roof at HUD home at 145 Zuni Drive

**Document display built by Paul Grasso  
Building Official.**



**ABOUT OUR DOCUMENT DISPLAY**

The main body of the display was created from wainscoting salvaged during a renovation of the ceiling of a storage room at 921 Main Street.

The uppermost horizontal wood is a recovered window sash from the Clarkdale Golf Course Club House. The lower horizontal piece that holds the business cards tray was a remnant from the Clark Mansion Club House.

The hardware, light turquoise tile, and brick used as decoration were salvaged from the grounds of the Clark Mansion after the fire in 2010.

Small colorful pieces of slag are from the grounds of original streetcar tracks.

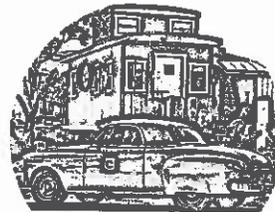
**DESIGNED AND BUILT BY BUILDING OFFICIAL PAUL GRASSO-2**



3. **March 27<sup>th</sup> – SciTech EXPO at Yavapai College – a rousing success.** Thanks to the exceptional efforts of the Clarkdale business community, the Yavapai College staff and instructors and other interested companies and nonprofits from across Arizona, this year’s EXPO at the Verde Valley Campus of Yavapai College boasted increased participation and lots of fun. In addition to all the activities, there were 11 tablets given away to lucky participants visiting at least 6 events throughout the SciTech Festival week in the Verde Valley.

4. **Downtown Clarkdale Business Alliance.** Upcoming events:

- a. **May 9<sup>th</sup> – National Train Day** celebration happens at the Verde Canyon Railroad and our first Verde Valley Open Air Cinema showing takes place at 6 PM Town Park in the evening. We’re planning on showing “North by Northwest” in honor of the day.



**National Train Day  
Clarkdale, Arizona**



- b. **June 20<sup>th</sup> – Dog Days of Summer** happens along Main Street and in Town



Park. Celebrate with your doggie friends during the day and watch “Casablanca” in Town Park at night. Bandanas (one for \$3 or 2 for \$5) will serve as entry tickets for participation in the doggie events. Nick of Time Productions donated funds to sponsor a portion of the cost of the bandanas. Extra proceeds after cost recovery will be donated to the Verde Valley Humane Society. We’re even creating special Frisbees for the occasion – prices to be determined.

5. Staff has received very positive feedback from downtown businesses regarding the successful car show and poker stroll on Saturday, March 14. Downtown sidewalks were packed with happy people.



6. **Water projects.** Staff attended a presentation hosted by the Verde River Basin Partnership and delivered by Dr. Laurel

Lacher on the comparison between her projections coaxed out of the Northern Arizona Regional Groundwater Flow Model (NARGFM) and the Central Yavapai Highlands Water Resource Management Study (CYHWRMS). A diverse population attended her presentation and the story is still the same – we must take action to better manage our precious resource.

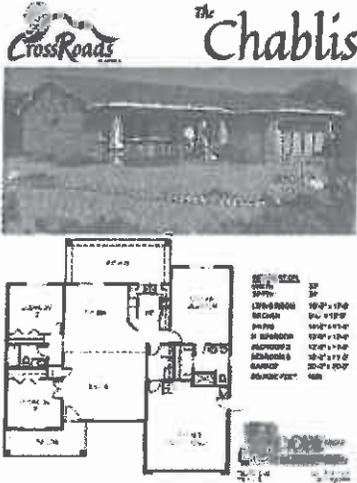
7. **Verde Valley Gigabit Project funders meeting.** Staff held a meeting with a team of interested parties to explore possibilities for obtaining funding to grow the broadband network in the region. In addition, the Stanley Group has been hired to engineer the SR 260 widening project in Camp Verde and a contact was provided so VVREO may coordinate their project with the widening project underway for ADOT.

8. **Verde Valley Gigabit Project Overview Sessions.** Thus far, Jodie has presented or is scheduled to present an overview of this project to the following council meetings:

DATE	LOCATION
February 10th	6 PM in Clarkdale – Town Council
February 25th	2 PM at Yavapai-Apache Nation – Tribal Council
March 10th	6 PM in Cottonwood – City Council - cancelled - sick
March 16th	9 AM in Cottonwood - Yavapai County Board of Supervisors
March 18th	2 PM in Clarkdale - Funders meeting
March 24th	4:30 PM in Sedona – City Council
April 5th	10 AM in Flagstaff – NACOG Economic Development Council
April 14th	7 PM in Jerome – Town Council

April 23rd	10 AM Flagstaff – NACOG Regional Development Council
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- 9. **Conditional Use Permit Application – Capital Telecom.** Following the recommendation of Planning Commission to send the application for a conditional use permit for a cell site at 1450 SR 89A to Council, the public hearing for this item has been placed on the agenda for the May 12<sup>th</sup> Council meeting.
  
- 10. **Crossroads at Mingus.** New realtor brochures for the building underway at Crossroads at Mingus were issued by PTM. Here’s a sample of two of them for you. Send your friends ☺.



**6. OLD BUSINESS:**

a. **AGENDA ITEM: WORKSESSION:** Continuing discussion between the Planning Commission and stakeholders regarding the Clarkdale Parkway to Centerville Roundabout SR89A Focus Area.

- Summary of February meeting – 10 minutes
- Review of infrastructure – 20 minutes
- Review of Stakeholders specific challenges – 30 minutes
- Discuss Next Steps – 10 minutes

**Background:**

This will be the third meeting to discuss the Clarkdale Parkway to Centerville Road round-about focus area.

At the meeting in February, staff was directed to provide a more detailed map showing existing and future utility and infrastructure plans. Maps have been prepared showing known infrastructure. In addition, Guss Espolt, GIS/Planner II has been in contact with Unisource, natural gas provider and Cable One. Information regarding the availability of these services in the focus area will be presented at the meeting.

Each property owner/stakeholder was asked to make a list summarizing the specific challenges to developing their property.

This information will be reviewed at the April meeting.

As an update, staff had a conversation with the project development engineer out of ADOT's Prescott office, Mr. Randy Blake. He applauded the Town for being proactive in planning for this area. Mr. Blake stated ADOT encourages the development of 'backage' roads that run behind commercial developments along the highway as well as shared access for multiple properties. Mr. Blake will be invited to participate in the public meetings for this focus area.

**Recommendation:** Staff is asking the Planning Commission to move forward with preparations for the public meeting.

The Planning Commission and the stakeholders present had the following discussion:

- Need for extension of wastewater, gas and cable infrastructure from the north side of SR 89A to the south.
- #1 Food Store and new fire station will need to work together to extend sewer to the southeast corner of the Clarkdale Parkway roundabout.
- There are probably cable sleeves in the roads in Mountain Gate.
- Gas service is available on the north side of SR 89A. Types of commercial businesses that would need gas service include restaurants and hotels with pools.

- #1 Food Store has an aging septic system, would like to connect to the Town's wastewater system.
- Robin Wilber with #1 Food Store stated we need to develop a reason for people to view Clarkdale as a destination.
- Director Filardo informed the group that Century Link will be running fiber optic cable from SR 89A up Cement Plant Road to the cement plant. Century Link now has a representative in the area.
- Commissioner Erickson pointed out #1 Food Store is a great asset to the Town and we are seeing more development along the highway corridor.
- Vice Chair de Blanc stated we want to be prepared for the public session. We should stress to the public we don't want something unattractive to develop along this corridor so we would like to hear from the community how they would like this area to develop.
- Vice Chair de Blanc pointed out the importance of developing walkable communities.
- Commission Backus explained the benefit of this pre-planning process to identify challenges and motivate property owners to work together.
- The group discussed the proposed circulation plan with roads behind the commercial development.
- Vice Chair de Blanc encouraged shared parking.
- Ralph Clemmer pointed out the trails to be developed in the Mountain Gate subdivision. The group discussed the potential for connecting these trails to the sidewalks on SR 89A.
- Commissioner Olguin reminded the participants we need to state clear objectives when we present this process to the public.

### **Planning Commission Action**

The Planning Commission directed staff to poll the stakeholders who had participated in earlier meetings but were unable to attend today's meeting to get their feedback on the issues discussed and to schedule the public meeting for some time in June.

### **7. NEW BUSINESS:**

- a. **AGENDA ITEM: WORKSESSION:** Discussion / possible action regarding proposed changes to Sections 3-9, 3-10, 3-11, 3-12 and 3-13 of the Town of Clarkdale Zoning Code regarding commercial zoning.

### **Background:**

Staff is recommending a major overhaul of the portion of the zoning code related to commercial districts. These changes would impact the Central Business District, (CB), Section 3-9; the Town Center Commercial District (TCC), Section 3-10; the Commercial District (C), Section 3-11; the Neighborhood Commercial District (NC), Section 3-12 and the Highway Commercial District (HC), Section 3-13. In addition, changes are being suggested for the definitions section and site plan review section of the code to support the changes in commercial uses.

These changes are being recommended to improve the consistency of the code and to increase the ease of use.

Additionally, several new uses not currently included in the zoning district lists are being brought forward for adoption:

**Agricultural Uses**

The major change being proposed is to add agricultural uses to all commercial zoning districts. This change has been suggested by the Clarkdale Town Council during their strategic planning session this year.

In Clarkdale, agricultural uses are specifically listed as a principal use only in the Suburban Residential (RS3) Zoning District. The only area where this zoning exists is the National Forest property located on the south end of Clarkdale's municipal boundary. Within this zoning there is one privately held, approximately 130-acre parcel, in this zoning district.

The Clarkdale Zoning Code has consistently been interpreted as a hierarchical code. This means uses permitted in one district are determined to be permitted in the subsequent districts. However, the RS3 Zoning District was adopted into the zoning code after the establishment of the commercial district (C). The commercial district does not include any language indicating any principal permitted use allowed in any proceeding district is included in the commercial district. It is therefore unclear whether agricultural uses are permitted by right in the commercial district.

Food security and access to healthy food have been recognized as a priority by the Town since the adoption of the Sustainable Clarkdale Initiative in 2011. In January 2015 Town Council adopted the Local Food Days Proclamation in support of the Food and Farm Finance Forum hosted by the Town in January.

Large scale agricultural uses can impact surrounding properties and natural resources. Staff is suggestion adoption of specific criteria for the approval of an agricultural use. This criteria would be applied during a required site plan review.

The following changes are being suggested to allow for agricultural uses in commercial districts:

- Add agricultural uses to the Commercial and Highway Commercial District.
- Adopt definitions for various agricultural uses.
- Add specific requirements to Section 11-11 for site plan review of agricultural uses.
- Include requirements for a water/wastewater use plan during the site plan review.

The following code changes are recommended:

**Section 2-1 Definitions:**

**Agribusiness:** An enterprise deriving revenues from sales of agricultural products or sales to agricultural producers.

**Agriculture:** the growing, refining and distribution of plants, including flowers, fruits, trees and shrubs, herbs, and vegetables.

**Commercial agriculture:** The use of property for production of crops intended for distribution or sale.

**Community Garden:** Property shared by residents of Clarkdale to produce flowers, fruits, orchards and/or vegetables for personal use, education or decoration.

**Community Supported Agriculture (CSA):** A food distribution network consisting of growers and shareholders.

**Farmers Market:** An outdoor, periodic event, where farmers or producers gather to sell agricultural products directly to consumers.

Sections 3-9, 11, 12 & 13 add the following language:

A. Principal Uses permitted:

- Agriculture
- Greenhouses
- Community Supported Agriculture disbursement location
- Community Gardens
- Farmers Markets
- Agribusiness, including the processing and distribution on site of agricultural products. Refining and sales must be in a permanent structure.

**Amend Section 11-9: Purpose and Applicability for Site Plan Review**

Currently, 'agricultural activities, including agricultural buildings and structures are exempt from the site plan requirements of Section 11-9.B.3 of the Zoning Code. In staff's opinion, this type of business should require a higher level of review because of potential negative impact to the neighbors and environment. Staff is suggesting this exemption be deleted and the following language be added:

**Section 11-13 Approval Standards and Criteria for Site Plan Review**

**1.k** Agricultural Uses: Agricultural uses shall be designed to minimize impact on surrounding residential properties and the environment through incorporation of the following components:

- a) A connection to Town of Clarkdale water system is required, where connection is available within a reasonable distance as determined by the Town Manager. If connection to the Town's water system is not available, approval of agricultural uses irrigating with well water shall be metered and will be considered on a case by case basis at the Town Manager's discretion.
- b) All agricultural uses or products must be set back 25 feet from adjoining property lines when abutting residentially zoned property.
- c) Irrigation and drainage on site shall incorporate EPA Best Management Practices and not impact surrounding properties.
- d) Non-chemical pest control, such as the use of beneficial predators, beneficial parasitoids and biochemical methods, is strongly encouraged. Use of chemical pesticides and

herbicides shall follow EPA standards and include an integrated pest management (IPM) component. All chemicals shall be contained to the property under cultivation.

- e) If fertilizer and soil amendments are proposed, a plan outlining sustainable use must be included.
- f) In addition, a site plan application for Agricultural Uses shall include the following elements :
  - i) A comprehensive water use plan providing a balanced, sustainable approach to water use. Possible components of this plan include:
    - (a) Use of reclaimed (gray water or effluent) or raw water where available and suitable.
    - (b) A rainwater harvesting system component to supplement the irrigation system.
    - (c) Capture and reuse of all water runoff from site.
    - (d) Reduction of water evaporation from the soil.
    - (e) A drought resistance plan.
    - (f) Use of drip irrigation
  - ii) A dust control plan incorporating best management practices from the International Building Code. Only non-potable water shall be used for dust control measures.
- g) Flood irrigation is prohibited.

**Public Utilities:**

Staff is suggesting this use be added to the Commercial and Highway Commercial Districts as a conditional use. An example of a public utility is an APS electrical transfer station. This can be an important community asset, but may be seen as a nuisance to adjacent property owners. The conditional use permit process would allow for a process to mitigate concerns.

**Converting Conditional Uses to Permitted Uses:**

Staff is suggesting transferring two specific uses from the conditional use category to the permitted use category:

- Artist studio
  - Currently listed as a conditional use in the Highway and Neighborhood Commercial Zoning Districts.
- Convalescent Home
  - Listed as permitted use in the Commercial and Central Business District and a conditional use in the Highway and Neighborhood Commercial District.

In staff's opinion, these uses are no more intense than uses already permitted as principle uses in the commercial districts such as automobile sales and retail stores.

**List of suggested changes: (actual uses are underlined for clarity)**

- Alphabetize permitted uses.

- Add Agriculture as permitted uses.
- For the Commercial and Central Business District, move Artist Studios to a separate individual category (remove from list of Personal services). For the Highway Commercial and Neighborhood Commercial – move Artist Studios from conditional use to permitted use.
- Add Automobile parking lot to Highway Commercial District.
- Delete Parking structure or garages from Highway Commercial and add Public garage, including storage and repair.
- Add Park and ride facilities as a permitted use in Commercial and Neighborhood Commercial.
- Remove Banks and financial institutions from Highway and Neighborhood Commercial, incorporate into Professional offices, and keep two-story maximum for both districts.
- Remove Barbershops and beauty parlors from Highway and Neighborhood Commercial Districts, incorporate into Personal services use.
- Standardize language for Bed and Breakfast Country Inns.
- Add Commercial, Trade or Vocational schools as permitted uses to Highway and Neighborhood Commercial District. This category is currently a permitted use in the Commercial and Central Business District.
- Add Assisted living facilities including convalescent homes, hospice care and retirement centers as permitted uses to Highway and Neighborhood Commercial Districts (currently allowed with a CUP).
- Delete Dressmaking, et al, from Commercial and Central Business Districts and incorporate new Personal Services category.
- Add separate category for Small Appliance, et al for all districts.
- Add Funeral Parlors (without a crematorium) to all districts as a separate category – remove from Personal Services.
- Delete Microbrewery, with or without food from Neighborhood Commercial – this is covered under Manufacturing, production and assembly of boutique consumable products.

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- Add Museums to Commercial and Central Business Districts. (This is a use we have in the Central Business District that is not specifically listed.)
- Add Manufacturing, production, and assembly of boutique consumable products to Highway and Neighborhood Commercial. This is currently a permitted use in the Commercial and Central Business District.
- Add Public garage, including storage and repair as permitted use in Highway Commercial.
- Allow alcohol service in restaurants in Highway and Neighborhood Commercial to standardize language across all commercial districts.
- Standardize language for Retail sales.
- Consolidate language for Residential uses into to one category including single family and multi-family, excluding mobile and manufactured homes.
- Remove Storage facilities from publicly owned, etc., to separate category in Commercial District.
- Replace Self-storage units with Storage facilities in Highway Commercial.
- Add Convenience stores/ with bulk storage of inflammable materials as a conditional use in Commercial District, add filling station language to this use in Commercial, Highway and Neighborhood Commercial, delete Filling station in Commercial and Highway.
- Add child or adult language to Day Care Center in Commercial and Central Business District.
- Add Public utilities as conditional use in Commercial and Highway Commercial Districts. (Another assumed permitted use that is not listed.)
- Add Medical Facilities as a conditional use for all commercial districts. Staff is suggesting this be added as a conditional use since the CUP process would allow discussion regarding items specific to a medical facility, such as hazardous material management.
- Delete Treatment facility as conditional use in Highway Commercial.
- Standardize language for wholesale establishments. Add Wholesale establishments and warehouses with no outside storage to Commercial District as a conditional use.

- Delete Convalescent home or retirement village language from conditional uses and add convalescent homes and retirement centers as permitted uses in all four commercial districts.
- Add Any use listed but determined by the Community Development Director to be similar to Commercial District and standardize this language for all districts.

### **Town Center Commercial**

In addition to the above changes, staff is recommending the Town Center Commercial Zone be eliminated. This zoning classification was adopted in 2006 at the same time the Highway, Neighborhood and 89A Highway Corridor Overlay District were adopted. There is currently no property within Town boundaries with the Town Center Zoning and it is not specifically referenced in the General Plan. It appears to be superfluous to the code.

### **Development Standards**

Staff recognizes the development standards, such as setbacks and lot coverage, for all commercial zones are in need of clarification and standardization across the four commercial districts. In order to avoid Prop 207 issues with any changes, staff is suggesting the adoption of overlay districts that provide specific standards for each area. These can be defined as we adopt the specific focus area plans.

### **Summary**

The changes being proposed provide clarification to the existing code and should make it easier to use by the public and staff. By combining specific uses, such as dressmaking, into a broader category, such as personal services, there is less likelihood a specific use that may be appropriate will be eliminated or overlooked. By adding additional uses, such as agriculture, the code addresses current trends in land use.

**Recommendation:** During this worksession, staff would like to present the suggested changes in general to receive initial feedback from the Commission. Staff would then compose an actual ordinance for discussion and review by the Planning Commission in a public hearing. Staff is requesting the Planning Commission review the material and provide direction on how to proceed.

The Commission discussed the following:

- The Commission agreed the proposed restructuring of the Zoning Code made sense to produce a more usable document.
- Commission Olguin suggested the categories of uses be kept broad to avoid missing a potential use.

### **Planning Commission Action**

The Commission directed staff to incorporate the proposed changes into the actual code format and bring back to the Commission for a worksession with further discussion in May.

8. **AGENDA ITEM: FUTURE AGENDA ITEMS**

None.

9. **AGENDA ITEM: ADJOURNMENT:** The Vice Chairperson 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 6:00 p.m.

**APPROVED BY:**

**SUBMITTED BY:**



Ida de Blanc  
Vice -Chairperson



Beth Escobar  
Senior Planner