MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, AUGUST 16, 2016 IN THE MEN'S LOUNGE, 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, August 16, 2016 at 4:00 p.m., in the Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chair	Ida-Meri deBlanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Present
	Craig Backus	Present
	Deborah Hunseder	Present

Staff:

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar
Community Development Technician	Stephanie Vocca

Others in Attendance:
Robin Brean, Verde Canyon Railroad
Norela Harrington, Clarkdale business owner
Jane Henson, new Clarkdale resident
Brett Lindsay, Salt River Materials Group (SRMG)
Cliff Pollay, Wickenburg, Clarkdale property owner
Dave Williams, Planning Manager Yavapai County

1. **CALL TO ORDER:** Chair deBlanc called the meeting to order at 4:00 p.m.

2. **ROLL CALL:** Director Filardo called the roll.

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**.

   There was no public comment.

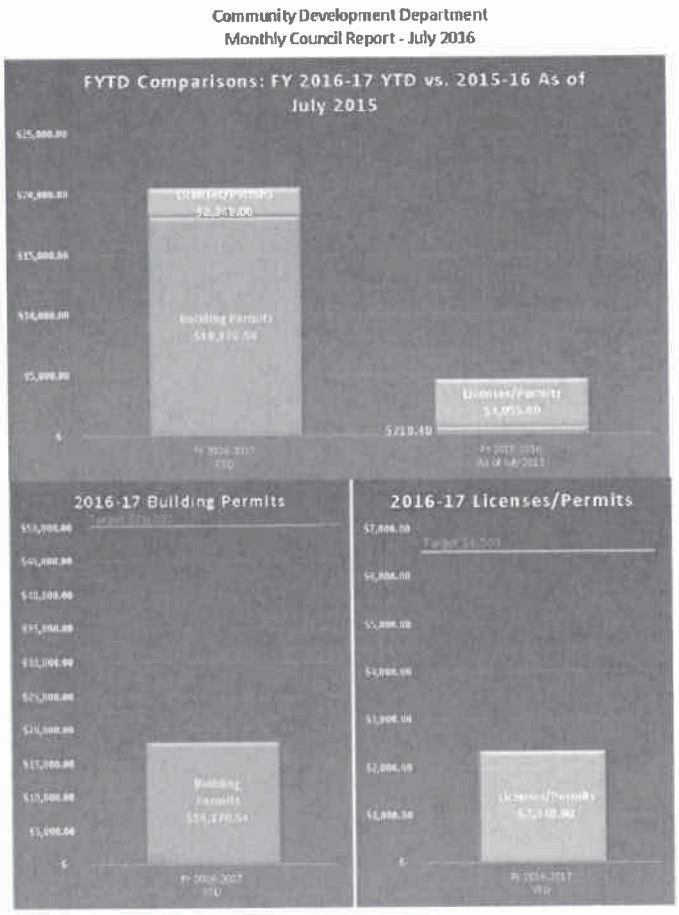
4. **MINUTES:**
   a. Consideration of the **Regular Meeting Minutes of July 19, 2016.**

      Commissioner Olguin moved to approve the Regular Meeting Minutes of July 19, 2016. Commissioner Hunseder seconded the motion. The motion passed unanimously.

5. **REPORTS:**
   Chairperson Report – Chair deBlanc had nothing to report but stated how happy she was to live in Clarkdale.

Director's Report – Community Development Director Filardo informed the Commission that Community Development Technician, Stephanie Vocca had created new graphs for the monthly reports. She pointed out the Community Development Department brought in over $18,000 in building permits for the month of July versus $700 in July of last year. Our goal for this year is $50,000 for building permits and $6,500 for applications and fees. The events in July and August such as the Block Party and National Night Out were a big hit. Stephanie passed her Permit Technician Certification test on July 18th. Community Development Director Filardo informed the Commission that she attended the Arizona Governor's Conference on Tourism where Teresa Propeck introduced her to many people in the marketing world and stated she would be moving forward with many marketing projects.

1. **Metrics as of July, 2016 –**



2. **Design Review Board Updates –**

On August 3, 2016 the Clarkdale Design Review Board approved the application DRB-091305 for Nate's Cowboy Café and reJuice. The Design Review Board's approval is effective immediately. The application was approved with the following stipulations and suggestions:

Stipulations proposed by staff:

1. All signage shall be installed as reviewed and approved by the Design Review Board.
2. All contractors shall have a current business license with the Town of Clarkdale.
3. Any changes to the design approved by DRB shall be reviewed and approved by the Director of Community Development prior to implementation who may determine the application needs to return to the Design Review Board for review and approval.

Board Stipulations: The applicant shall paint the base of the monument sign. The paint color shall match the color of the building.

Board Suggestions: The Board suggests that the applicant install fencing to shield the waste receptacle located near the reJuice entrance.

Figure 1- July 29th Block Party on Main Street

3. **Past Clarkdale Events** –
   29JUL16 – Final Block Party for this summer
   2AUG16 – National Night Out in Town Park
   6AUG16 – Concert in the Park

4. **Business License Renewals** – Business license renewals are still arriving. Thus far, 180 businesses have registered for this current fiscal year as compared with a total of 241 businesses registered during last fiscal year.

5. **Permit Technician**. Congratulations to Stephanie Vocca, our Community Development Technician. On July 14th, she successfully passed her examination to become a certified permit technician for the Town.

6. **Governor's Conference on Tourism.** What a lot of new information Jodie received at this conference! With the efforts Clarkdale is undertaking with the expansion of tourism offerings, the timing of this conference was perfect. In addition, Teresa Propeck from the Verde Canyon Railroad introduced Jodie to many key media marketing contacts who will be really helpful in crafting an integrated marketing plan to establish and promote Clarkdale's brand over the next year or so.

7. **Crossroads at Mingus**. Staff meet with the PTM Enterprises team to discuss development plans for the 19 town homes on the north end of the Crossroads at Mingus Subdivision. They have a contractor who is interested in building a duplex in this area and are preparing a submittal for the September Design Review Board meeting for review of this multi-family portion of the subdivision. Also

discussed were the 17 lots along the lower southern boundary of the subdivision. These are small lots, 50 feet x 80 feet, which PTM plans to develop as patio homes with an easement on alternate sides allowing encroachment into the four foot side setback for a garden area. This proposal would not require any re-platting of the subdivision since the homes will be built with the approved setbacks. The garden area encroachments will be achieved by overlay of an easement.

8. **Marketing Clarkdale**. In preparation for the Arizona Office of Tourism Media Trip to Vancouver, BC staff added highlights of the following Clarkdale attractions and/or businesses for use by Teresa Propeck, our Verde Valley representative on this trip based on the campaign highlighting a visitor's senses of sight, smell, hearing, taste, and feeling.

9. **Webinar.** Senior Planner Escobar attended a free webinar on On-line Citizen Engagement. The presentation provided tips and tools for developing social media sites which provide a good user experience. Many municipalities are using this tools to broaden community engagement outside of the same small slice of the community who shows up for meetings. An example of a successful site is: Aspen Community Voice | Homepage.

END DIRECTOR'S REPORT

6. **OLD BUSINESS:**
   a. **PUBLIC HEARING:** An ordinance amending the Town of Clarkdale Zoning Code to revise Chapter Two – Definitions to add new definitions for agribusiness and Agricultural Uses; Chapter 3 – Zoning Districts, Sections 3-9, 3-10, 3-11, 3-12 and 3-14 to add agribusiness and agricultural uses as conditional uses and Chapter 5 – Conditional Use Permit adding Section 5-6-14 outlining the requirements for a conditional use permit for agribusiness and agricultural uses.

- **Staff Report**

Senior Planner Escobar gave a brief staff report:
Staff has made changes to the draft ordinance as directed by the Commission at the July 19, 2016 meeting. In addition, staff has made language changes to address concerns expressed by the public.

- The policy statement has been removed. The concepts in the policy statement are embedded in the draft ordinance.
- The wording for Agribusiness has been revised to clarify sales may occur outside of a structure.
- Section 5-6-14.h has been added requiring compliance with state regulations.

The revised draft has been reviewed and approved by our Town Attorney.

A copy of the revised draft was sent to Mr. Joseph Sigg, Arizona Farm Bureau, who had submitted comments read into the record at the July 19th meeting. A copy of the revised ordinance was also emailed to Mr. Mark Killian, Director of the Arizona Department of Agriculture, who had expressed interest, via email, regarding the draft regulations. A hard copy of the ordinance and this staff report was mailed to Ms. Kacie Tomerlin who spoke at the July meeting.

➢ Below is an email from David Seldon that was read by Senior Planner Escobar.

From: Selden, David [mailto:dselden@cavanaghlaw.com]
Sent: Tuesday, August 16, 2016 2:57 PM
To: 'jodi.filardo@clarkdale.az.gov' <jodi.filardo@clarkdale.az.gov>; Beth Escobar

<Beth.Escobar@clarkdale.az.gov>
Subject: Arizona Farm Bureau's Concerns Regarding Town of Clarkdale Agricultural Zoning Proposal

Jodi and Beth,

Thank you very much for your phone call this afternoon. I have consulted with the Arizona Farm Bureau after our conversation and the Farm Bureau continues to have concerns that the proposed zoning ordinance would place restrictions on farming activities in Clarkdale that do not exist in other Arizona communities and that are inconsistent with Arizona State law, including provisions that preempt local regulation of agricultural pesticide use, dust from agricultural uses, and other matters. The Chair of the Yavapai County Farm Bureau spoke of some of these concerns at the July meeting.

The Farm Bureau requests that the Planning and Zoning Commission have a further dialogue with representatives of the vitally important Arizona agricultural industry (three of Arizona's five "C's" are agricultural) that is the backbone of many small towns and rural areas in Arizona and is a major contributor to the economic health of the entire State.

Rather than taking action this afternoon that would cause the issues to have to be addressed at the next stage before the Town Council, it would be preferable to have this issue considered further at the September Planning and Zoning Commission meeting so that there will be fewer issues to be dealt with at the Council level.

Thank you very much for your consideration.

Dave

David A. Selden | The Cavanagh Law Firm | Responsive, Creative, Results.

1850 North Central Avenue, Suite 2400 | Phoenix, Arizona 85004 | direct: 602.322.4009 | fax: 602.322.4101 | mobile: 602.702.0974 web: www.cavanaghlaw.com

- **Questions to Staff**
  - Chair deBlanc wanted to be clear that any farmland or agricultural uses that are outside of the Town limits have nothing to do with the ordinance and it would not affect them in any way. Senior Planner Escobar confirmed this.
  - Commissioner Olguin stated the email from Mr. Selden contained many generalities and not specifics. Community Development Director Filardo stated the main point is the attorney expressing concern that anything Clarkdale puts into place may set a precedent and the Farm Bureau is concerned about that spreading to other areas of the state. Commissioner Olguin asked to confirm that a Town lawyer had reviewed the ordinance and saw no issues with it. Commissioner Backus asked why the Farm Bureau is getting involved. Senior Planner Escobar explained it is a land use issue versus a business issue and since we currently don't allow this use, we are purposely being restrictive because we are unsure of future ramifications.
  - Senior Planner Escobar confirmed the Town plans to be very sensitive with the water budget

which is why a water plan will be required from applicants. She stated the first priority is having water for existing residents.

- Commissioner Olguin stated he was having difficulty differentiating between a legal precedent and a best practice and the way the email was reading, there was no legal precedent in the ordinance change the Commission is making. Senior Planner Escobar stated the regulations adopted would be for the Town only and some neighbors may look at what was incorporated into the ordinance. Community Development Director Filardo stated the Commission would be best served by letting the Farm Bureau speak on the issue. Chair deBlanc stated the Commission wants to be clear they are considering the citizens and how they can make it possible for them to participate.

- **Open Public Hearing**

  - Norela Harrington, Clarkdale business owner. Mrs. Harrington stated she was astounded by the ordinance and objected to it. She stated she had a working ranch within Town limits, however she was corrected that the land is not within Town limits. Senior Planner Escobar clarified the Commission is not proposing she couldn't have produce or livestock, they are proposing that in order to do that, she would need a Conditional Use Permit. Senior Planner Escobar also stated this ordinance and the CUP are being put in place so the Town is aware of what citizens are doing with land and any issues can be mitigated. It was discussed whether or not the Harrington's land in the Town had an established use. Mrs. Harrington clarified she wanted to make sure this ordinance wouldn't restrict or make it difficult for business owners to put things in place.

- **Close Public Hearing**

b. **DISCUSSION/POSSIBLE ACTION:** Regarding an ordinance amending the Town of Clarkdale Zoning Code to revise Chapter Two – Definitions to add new definitions for agribusiness and Agricultural Uses; Chapter 3 – Zoning Districts, Sections 3-9, 3-10, 3-11, 3-12 and 3-14 to add agribusiness and agricultural uses as conditional uses and Chapter 5 – Conditional Use Permit adding Section 5-6-14 outlining the requirements for a conditional use permit for agribusiness and agricultural uses.

Discussion:
Commissioner Olguin stated if the Commission sent the ordinance to Council, the Farm Bureau would try to make their points at that level and he asked if it would be worthwhile to have a meeting with a representative from the Bureau. Chair deBlanc stated in the interest of being cooperative, the Commission should give them the chance to state what they think we haven't heard and there could possibly be something the Commission does not know or isn't aware of. Senior Planner Escobar stated she wasn't sure what additional information they might want to share with the Commission but staff would be willing to schedule someone from the Farm Bureau for the September meeting where they could provide comments.

Commission Action:
Commission Olguin moved to continue the public hearing to the next regular scheduled Planning Commission meeting on September 20th and directed staff to invite a representative from the Farm Bureau to the September meeting to address their concerns. Commissioner Backus seconded the motion. The motion passed unanimously.

c. **DISCUSSION/POSSIBLE ACTION:** Regarding the Focus Area Plan for the Bitter Creek Industrial Area

Senior Planner Escobar gave a PowerPoint Presentation on the Focus Area Plan for the Bitter Creek Industrial Area.

Discussion:
Commissioner Olguin asked if staff had considered ancillary industries such as cask making or quartz producers and stated there are many niches that can be taken advantage of. Senior Planner Escobar stated staff is considering all options and there are many things that would support that kind of industry and the Town wants to encourage those kinds of business.

Commissioner Olguin asked what staff meant when they stated "long-term". Senior Planner Escobar stated we will see some development in the area within 5 years, possibly vineyards within 2 years. She stated the main issue will be access and getting funding for that.

Chair deBlanc opened public comment.

Public Comment:
Cliff Pollay, Wickenburg, Clarkdale business owner. Mr. Pollay stated as a property owner in Clarkdale he was attending the meeting to see the direction that Commission and Staff are going with the project. He stated he is looking forward to businesses and industries coming to the area that would keep business in Clarkdale after customers finished at the train. Mr. Pollay stated he has served on several Town Councils and Planning Commissions and he believes the time is coming for Clarkdale, being the last undeveloped Town in the Verde Valley.

Jane Hensen, new Clarkdale resident.

- Ms. Hensen asked who exactly was interested in growing grapes in Clarkdale. Community Development Director Filardo stated because we do not have contractual relationships, we cannot give out the names but they are people who are existing in the Verde Valley who are vintners, wine producers, and own wine tasting facilities.
- Ms. Hensen stated you can't just grow grapes anywhere and she is not convinced the location that has been identified would be the best area for grapes to grow.
- The topic of the bridge and the road extension were discussed. Mrs. Hensen asked if the bridge could be replaced because it is a historic bridge and Senior Planner Escobar stated the Town wouldn't support it. Senior Planner Escobar clarified the road extension to Cement Plant Road would be for heavy industrial traffic, not for tourists or customers.
- Ms. Hensen suggested the Bitter Creak area would be a great site for a STEAM (Science, Technology, Engineering, Arts, and Mathematics) organization. In the past, Mrs. Hensen worked for Fresno Idea Works, a STEAM organization.

  Information regarding what a STEAM organization is:
  - Opportunities to create things in an innovative and dynamic space.
  - Can be for profit or non-profit.
  - Contains wood shops, machine shops, bicycle shops, machine cutters, plasma cutters, laser cutters, 3D printers, ceramics, glass blowing, and fine arts.
  - Classes are set up where members can come in and use the equipment to create things.
  - Most of the equipment can be donated.
  - Key point: awareness surrounding a STEAM organization would need to be created. Coordinating with Verde Valley Sci-Tech would be a great opportunity.

Brett Lindsay, Salt River Materials Group (SRMG). Mr. Lindsay extended thanks for the invite and stated the proposed road be on a parcel owned by SRMG which would affect their Ambient Meteorological System (air quality system). He stated the system would have to be relocated when the road is constructed and wanted to make sure that information was still on the record. Mr. Lindsay asked about the future annexation area in the 2012 General Plan land use map and Senior Planner Escobar stated it was included in the General Plan in case the Town would like to annex it in the future but it is not currently something that is being pursued. Mr. Lindsay asked if it was annexed what it would be zoned as and Senior Planner Escobar stated it would be zoned as residential with two acre minimums on the lots.

Dave Williams, Planning Manager Yavapai County. Mr. Williams clarified the standard holding pattern for zoning land annexation is residential with two-acre lot minimums and in order for the zoning to be changed it would go through a public hearing process, governed under state law. He also commended Clarkdale on looking forward to the future and identifying that this is a growth area and stated it was nice to see planning activities taking place. Senior Planner Escobar asked Mr. Williams if there would be a way to join any access roads in the area to county roads and he stated he didn't see anything that stands out at this point but over time it's something Yavapai County may look at. Mr. Williams referred Community Development Director Filardo to Yavapai County Public Works when she asked about updates to road improvements in the Sycamore Canyon/Tuzigoot area.

Norela Harrington, Clarkdale business owner. Mrs. Harrington stated the road has been a challenge and it would be fantastic to see improvements and/or an expansion. Mrs. Harrington expressed her thoughts on making sure the Town facilitates business instead of discouraging it or making it difficult for business owners to set up shop. She also stated her business (Bent River Machine) had thought of adding a "maker space" because they have C&C machines and other learning opportunities. She stated they have often thought about pursing solar and the creation of solar polar. She commended the Commission and staff on being willing to talk about the area and what can be done because the area offers something very unique with its power and utilities.

Robin Brean, Verde Canyon Railroad. Mrs. Brean addressed workforce housing and its importance in the area, especially if the Bitter Creek area is going to be developed. She expressed concern regarding affordable housing as well. Senior Planner Escobar stated the Town is looking into tiny home developments and apartments and it would be very beneficial to have these housing options in Clarkdale.

Commission Action:

Commission directed staff to take the comments received and incorporate them into the draft Bitter Creek Focus Area Plan for the September meeting.

7. **FUTURE AGENDA ITEMS**
   Future agenda items will include agricultural uses and the Bitter Creek Industrial Area Plan.

8. **ADJOURNMENT**
   a. **Vice Chair Erickson moved to adjourn the meeting. Commissioner Hunseder seconded the motion. The meeting was adjourned at 5:21 p.m.**

APPROVED BY:

Ida deBlanc
Chairperson

SUBMITTED BY:

Beth Escobar
Senior Planner