MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, SEPTEMBER 20, 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, September 20, 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:
None

1. **CALL TO ORDER:** Chair deBlanc called the meeting to order at 3:58 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.

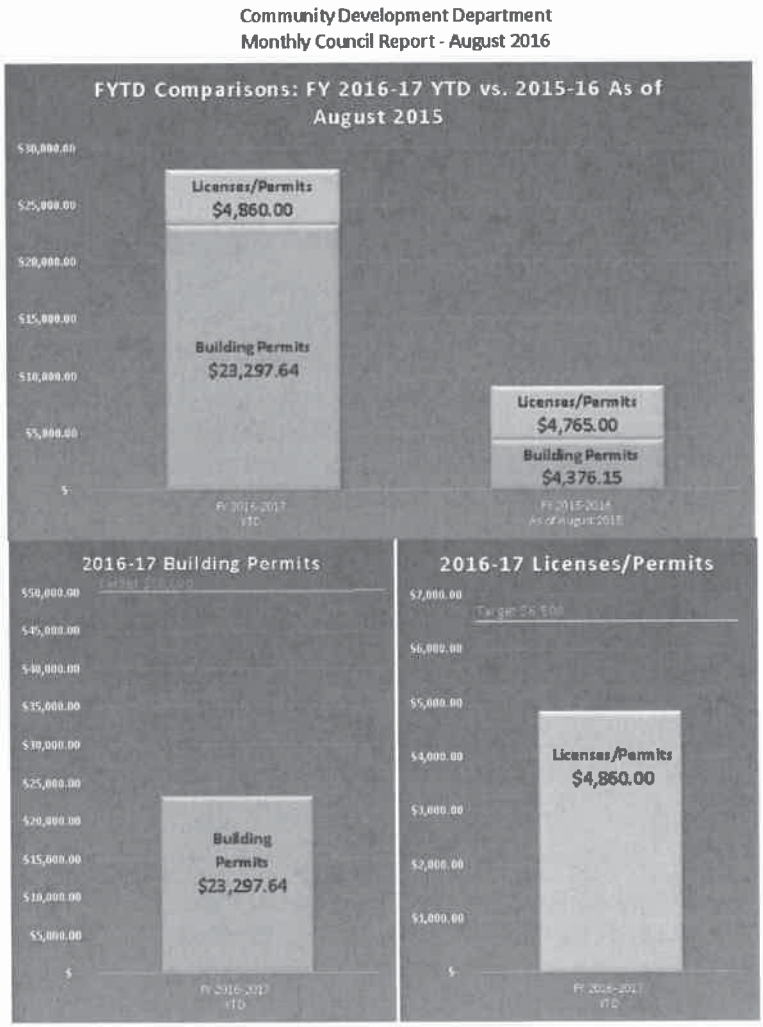
4. **MINUTES:**
   a. Consideration of the **Regular Meeting Minutes of August 16, 2016.**

      Commissioner Hunseder moved to approve the Regular Meeting Minutes of August 16, 2016. Commissioner Backus seconded the motion. The motion passed unanimously.

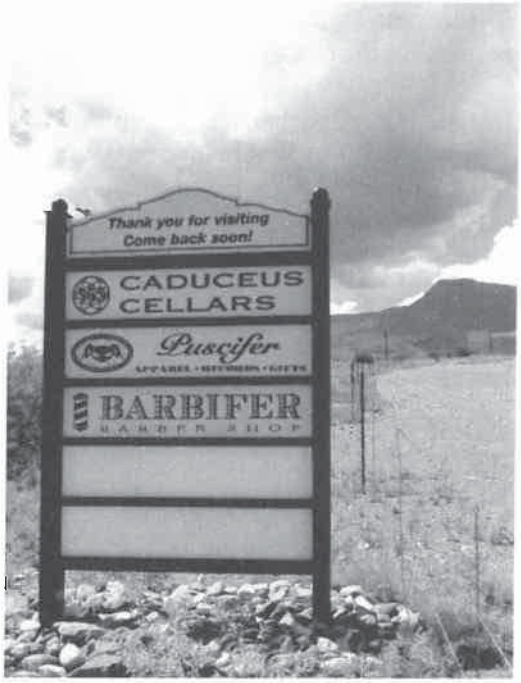
5. **REPORTS:**
   Chairperson Report – Chair deBlanc had nothing to report. Vice Chair Erickson referred the Commission to the last page of the packet, a map showing the Upper Town Water Main Replacement Project. He stated it is a great reference if anyone on the Commission is asked questions regarding the water main replacement. Vice Chair Erickson stated although 25 residents showed up to the last meeting, some residents are still unaware of the project and may have questions. He also stated there are two large maps in the Public Works/Utilities office that are a great reference. Commissioner Hunseder asked if the maps were on the website and Senior Planner Escobar stated they are not.

Director's Report – Community Development Director Filardo stated the department is very busy and she referred the Commission to the Metrics as of August 2016. She stated the Wayfinding Monument Sign on State Route 89A heading to Jerome is now complete. She reminded the board that Clarktoberfest is coming up on October 1st and Howl-O-Ween on October 29th. She stated the department is continuing to work on business license renewals and have a total of 249 licenses which is less than end-of-year 15-16 but no large projects have come up yet. She stated Mountain Gate is continuing to make progress and should be submitting 13 more building permit applications this fall to finish the townhomes. She stated unfortunately, the Recreation Center building project has been put on hold due to the sale of 100 lots falling through. She informed the Commission of the current marketing projects happening in the department. Lastly, she informed the Commission Clarkdale Metals is currently in default of their agreement on their Conditional Use Permit to fund the Luke Lane road enhancement.

1. **Metrics as of August, 2016 –**



2. **Way-finding Monuments** –The way-finding monument on State Route 89A heading to Jerome, has the approved inserts now added. Guss Espolt is also creating some additional monument mock-ups to support a request to ADOT for town owned monument placement within the ADOT right-of-way.



3. **Upcoming Clarkdale Events** – Clarkdale Downtown Business Alliance. The fun quotient is on the upswing again in Clarkdale. Not only is the Clarkdale Poker Stroll happening again this year to coincide with Thunder Valley Rally on September 17th, but also the CDBA is gearing up for the 3rd Annual Clarktoberfest celebration on October 1st from 2 – 9 PM and then HOWL-o-WEEN, pet festival and costume contest on October 29th in Town Park from 10 AM – 1 PM.

   17SEP16 – Clarkdale's Poker Stroll along Main Street
   01OCT16 – Clarktoberfest on Main Street
   29OCT16 – HOWL-o-WEEN in Town Park from 10 AM – 1 PM

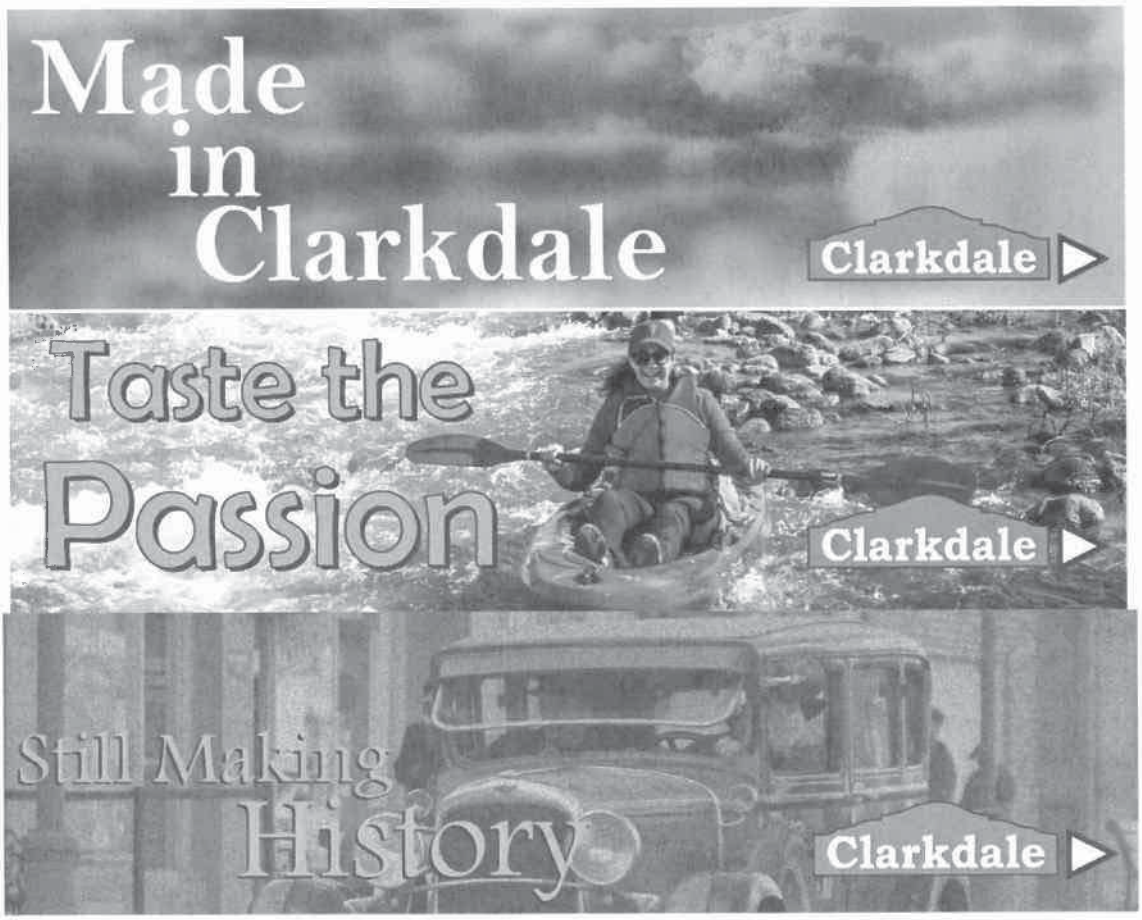
4. **Business License Renewals** – Stephanie emailed the 2016-17 Business License spreadsheet to Verde Valley Fire District (Joe Moore & Joyce Driscoll) per our discussion with them in May. She also emailed businesses who did not provide TPT #'s on their Business License applications. We now have a total of 249 licenses. At year end for 15-16, we had a total of 265 licenses so we are looking good.

5. **Mountain Gate Update.** Staff met with Ralph Clemmer of BC Land Group to discuss moving forward with acquisition of the two properties required for the Centerville Road extension. BC Land Group will review the appraisal information for 751 Calle Medina and provide staff with a price they feel is reasonable to pay for this property within the next few weeks. They will also review the proposal to relocate the existing mobile to a new location close to the existing property. In both cases, BC Land Group is considering allowing the existing tenants of both properties to remain until construction begins. Per the Second Amendment to the Development Agreement, construction must begin before issuance of the 200th residential building permit. At the current rate of construction, this threshold is 4-

6 years out. During this meeting, Mr. Clemmer mentioned they hope to submit 13 additional building permits for the rest of the town homes and the permit for the rec center early in 2017.

6. **Marketing**. The banner ads for the TripAdvisor campaign were reviewed with the Clarkdale Downtown Business Alliance on Tuesday evening at the September meeting to happy feedback. The CDBA team is now submitting high-resolution art work and photographs for use in the landing page under design, Experience Clarkdale which is being developed by Town staff and the Nick of Time Productions team.

MONTH	THEME
November 2016	Made in Clarkdale
January 2017	Taste the Passion
March 2017	Still Making History
April	The Wine Wanderer
May	Small Town, Big Adventures (NOTE: This one will change slightly once we have the picture of the little girl on the swings.)



Arizona Drive Guide. The new fall issue has a 1/3-page ad for Clarkdale plus 100 words of editorial content in the actual magazine which is distributed at car rental agencies throughout Arizona. In addition, information on Clarkdale is also available through their mobile app and on their website. We appear next to the Verde Canyon Railroad in the Guide, so we're hoping that brings more folks to visit. Clarkdale is also listed under North Central location and under the advertiser's section online.

http://www.driveguideus.com/explore/north-central-arizona
http://www.driveguideus.com/advertisers

7. **Planning updates.** A letter has been sent to the Nevada office of Searchlight Minerals Corp, the parent company of Clarkdale Metals, requesting a meeting in mid-September to review the existing development agreement and finalize plans for the construction of the required Luke Lane extension. Staff has provided a response to the attorneys for SBA Towers on the draft lease agreement. The number of points of contention are being reduced although there is still a wide disparity regarding the monthly lease amount.

END DIRECTOR'S REPORT

6. **OLD BUSINESS:**
   a. **CANCELLED - PUBLIC HEARING (continuation):** 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.

   b. **CANCELLED - 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.

Senior Planner Escobar stated she received an email from Mr. Joe Sigg with the Arizona Farm Bureau and the some of the concerns expressed in this email have been referred to the Town attorney. She stated the ordinance will be brought back in a Public Hearing when these issues have been resolved.

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:

Senior Planner Escobar showed the Commission the alternate routes for consideration. Placement of the road may be determined by who partners with the Town to develop the infrastructure. Commissioner Backus discussed where the intersection on Cement Plant Road would be placed. Senior Planner Escobar pointed out the Air Monitoring System will be 100 feet away from the proposed road.

Senior Planner Escobar stated two railroad crossings would be required and a higher volume of traffic means higher standards for the crossings. Commissioner Backus proposed developing the railroad crossings for minimal traffic to save money then improving them as traffic increased. Community Development Director Filardo stated the Town may only have one shot for funding so the best choice may be to construct to the higher standards the first time around.

Senior Planner Escobar brought up other issues that need to be considered such as Army Corps of Engineers permitting, (a delineation may be sufficient or a full-blown 404 permit may be required) protected species may be identified in the area, and an environmental report will be required.

Commissioner Backus asked how much water comes down the Bitter Creek wash. Senior Planner Escobar stated for reference, when Bitter Creek Bridge was built, there was water flowing under it. She also stated box culverts and restricting to industrial traffic may be the answer. Commissioner Backus stated two or three box culverts just like Mescal would work. Senior Planner Escobar stated she would change the wording to wash crossing instead of bridge. The project would require engineered plans.

Chair deBlanc asked for clarification on who owned the land where the alternate routes were being proposed. Senior Planner Escobar showed Chair deBlanc on a map who owned each piece of land. Chair de Blanc asked if feedback from private property owners had been received showing an interest for the road to be completed. Senior Planner Escobar stated Norela Harrington particularly has shown interest, Owners should be expected to participate in the funding of the project either with cash or through in-kind contributions. The Commission discussed going for federal funds that could also be used to improve the district and that would be a perk to the owners.

Senior Planner Escobar stated she spoke with Dr. Laurel Lacher and she agrees the Wetland Project could be a viable project for this area. She made some corrections to the numbers and the proposal has her stamp of approval.

Senior Planner Escobar added workforce housing to the focus area plan. Commissioner Erickson asked if workforce housing was currently allowed in industrial areas and Senior Planner Escobar reminded the

Commission that single and multi-family residential had been added as permitted uses to industrial and commercial zones.

Commission Action:

Commission Olguin moved to forward the draft of the Bitter Creek Focus Area Plan to Town Council for review. Commissioner Hunseder seconded the motion. The motion passed unanimously.

7. **NEW BUSINESS**
   a. **DISCUSSION/POSSIBLE ACTION:** Regarding Tiny Homes

Discussion:

Senior Planner Escobar stated the Community Development Department had someone who lives off River Drive ask if he could build a tiny home on wheels. The building code states the minimum square footage for a livable space is 120 square feet. She stated this person ended up building a permanent home instead. She stated the discussion on this topic should be around whether the code should be changed or left as it currently is and if tiny homes should be promoted. She stated if changes are made, a tight hold needs to be kept. Commissioner Backus stated tiny homes are for agile people and if you get smaller than 700 square feet, you are pushing it. Commissioner Hunseder stated tiny homes seem to be a fad and Commissioner Backus agreed and stated he doesn't think the fad will survive. He also stated if there was a PAD or a tiny home development, that may work for providing the opportunity for affordable housing.

Senior Planner Escobar stated someone could bring forward a PAD for tiny homes platted for very small lots. She also stated the code can be left as it is and the department could work with individual projects that come forward. She stated there are policies regarding permanent foundations and water connections.

Commissioner Olguin stated things like tiny homes can be fads and he would hate for the Commission to try to work with each project as it comes along. He stated he would prefer to expand the present code so it would allow for them to build whatever it is they are proposing. He stated he wouldn't encourage tiny homes and it doesn't fit with Clarkdale. He also stated if the code allows tiny homes, when the next fad comes through, we may have to allow it.

Vice Chair Erickson stated he agreed with Commissioner Olguin and realistically, if someone purchases a tiny home, they also need a $50,000 truck to pull that tiny home. Commissioner Hunseder stated if the code did allow for mobile tiny homes, when people get tired of them, they can easily be removed but if the code requires permanent fixture, it would be harder to get rid of when someone doesn't want it anymore. Commissioner Backus stated tiny homes are not cost effective considering the funds needed for connection costs to get set up. He stated essentially, a tiny home is a glorified motor home.

Senior Planner Escobar stated, per the Commission discussion, an attempt should be made to add some language that doesn't promote tiny homes but sets standards for development providing a wide choice of housing options. Chair deBlanc stated language already exists in the code to regulate projects such as tiny homes. The Commission discussed accessory buildings, fixed, and non-fixed foundations. Senior Planner Escobar stated the code currently requires all residential buildings to be affixed and if the Commission would like to keep it that way, nothing in the code would be changed.

Commissioner Backus stated the new fad is storage containers and that should be something the Commission and the Community Development Department should be ready for. Community Development Director Filardo stated someone had already proposed using them as homes in Crossroads and right now, we can permit them. Commissioner Backus stated although they are unique in their look, they are not cost effective, they are noisy, and it's hard to monitor temperature in them. Commissioner Olguin stated he would like to avoid new and different things that could be popping up and the code

currently handles this. He stated a strong code allows us to have the type of town we want without excluding anyone. He also stated the way he read the code, tiny homes are already allowed as long as they are affixed. Senior Planner Escobar stated the definitions in the code for manufactured home and mobile home need to be tightened up and a definition for tiny homes could be added.

Commission Action:

The Commission directed staff not to pursue the development of a 'Tiny Home Ordinance'.

8. FUTURE AGENDA ITEMS

Senior Planner Escobar thanked Chair deBlanc and Commissioner Backus who renewed their terms for the Planning Commission. She stated elections would be held at the October meeting. Future agenda items will include agricultural uses and the Bitter Creek Industrial Area Plan.

9. ADJOURNMENT

a. **Vice Chair Erickson moved to adjourn the meeting. Commissioner Olguin seconded the motion. The meeting was adjourned at 4:57 p.m.**

APPROVED BY:

Ida deBlanc
Chairperson

SUBMITTED BY:

Beth Escobar
Senior Planner