



**NOTICE OF A REGULAR MEETING
OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE**

**Tuesday, October 18, 2016 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 REGULAR Meeting Tuesday, October 18, 2016 at 4:00 p.m., in the Men's Lounge, 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 the October 10, 2016 at 9:00 a.m.

Beth Escobar
Senior Planner

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 **Special Meeting Minutes of September 20, 2016**
 - b. Consideration of the **Regular Meeting Minutes of September 20, 2016**
5. **REPORTS:**
 - a. Chairperson and Members Report
 - b. Director's Report
6. **NEW BUSINESS**
 - a. **ELECTION:** Commissioners will nominate and elect a Chair and Vice Chair.
 - b. **WORKSESSION: DISCUSSION/POSSIBLE ACTION:** Discussion/possible action regarding adopting zoning regulations allowing for the transfer of development rights.
7. **FUTURE AGENDA ITEMS:**
8. **ADJOURNMENT:**

**MINUTES OF A SPECIAL MEETING/SITE VISIT OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE
HELD ON TUESDAY, SEPTEMBER 20, 2016.**

A **SPECIAL** Meeting/Site Visit of the Planning Commission of the Town of Clarkdale was held on Tuesday September 20, 2016 at 3:00 p.m.

Planning Commission:

Chairperson	Ida-Meri de Blanc	Present
Vice Chairperson	John Erickson	Present
Commissioners	Jorge Olguin	Present
	Craig Backus	Present
	Debbie Hunseder	Present

Staff:

Senior Planner	Beth Escobar
Community Development Technician	Stephanie Vocca

- 1. AGENDA ITEM: CALL TO ORDER:** Chair de Blanc called the meeting to order at 890 Main Street at 3:00 p.m.
- 2. AGENDA ITEM: ROLL CALL:** Senior Planner Escobar called roll.
- 3. AGENDA ITEM: SITE VISIT:** Discussion regarding a site visit to the Bitter Creek Industrial Area in support of development of the Bitter Creek Industrial Focus Area Plan. The Commission departed from the Town Hall Parking lot and traveled via two vehicles to Broadway/Luke Lane and Miller Road. During the site visit the following items were identified:
 - The historic, one-lane, 20-ton limit Bitter Creek Bridge
 - The area to the north of the intersection of Miller Road and Broadway Road where a bus turn-around is proposed
 - The entrance to Clarkdale Metals
 - The Cannon Salvage property
 - The Bent River Machine property
 - The Miller Building
 - The railroad intersection on Miller Road adjacent to Town owned property

The Commission then travelled to the Phoenix Cement Road to identify the area where the proposed Broadway Road extension will intersect with this road. The Commission then returned to the Town Hall Complex.

No action was taken at the site visit.

- 4. AGENDA ITEM: ADJOURNMENT:** The site visit was adjourned at 3:40 p.m. as the Commissioners returned to the Town Complex.

APPROVED BY:

SUBMITTED BY:

Ida de Blanc
Chairperson

Beth Escobar
Senior Planner

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.**

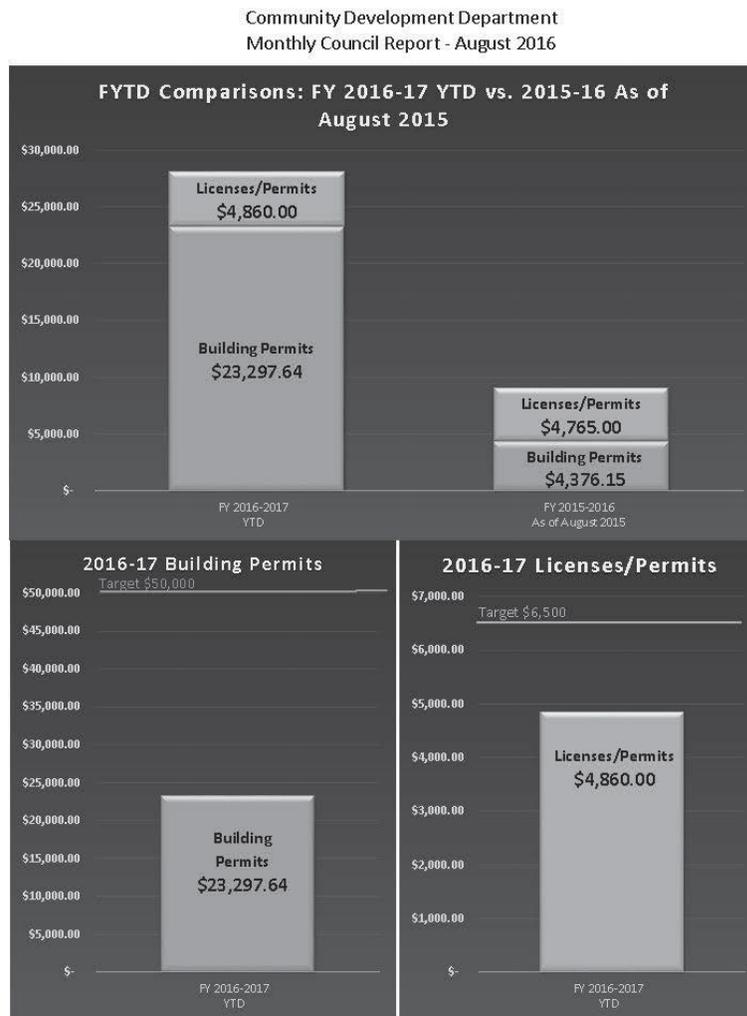
Commissioner Hunseder moved to approve the Regular Meeting Minutes of August 16, 2016. Commissioner Backus seconded the motion. The motion passed unanimously.

5. **REPORTS:**

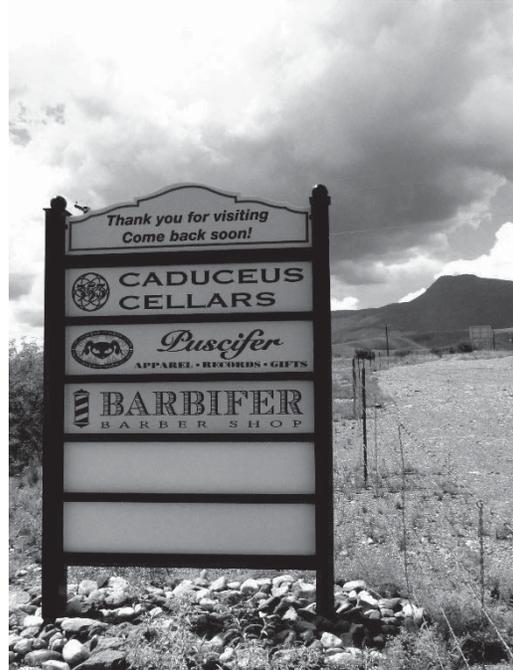
Chairperson Report – Chair deBlanc had nothing to report. Vice Chair Erickson referred the Commission to the last page of the packet, a map showing the Upper Town Water Main Replacement Project. He stated it is a great reference if anyone on the Commission is asked questions regarding the water main 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

SATURDAY
10.29.2016
10AM – 1PM

Bring a bag of dog or cat food to exchange for "doggy dollars"

SAVE THE DATE!

PRESENTED BY:
CLARKDALE
DOWNTOWN BUSINESS
ALLIANCE

PLEASE NOTE:
ALL DOGS MUST BE ON NON-FLEX
LEASH WITH CURRENT RABIES
VACCINATIONS

HOWL-o-WEEN SPOOKTACULAR AT THE PARK
CLARKDALE ARIZONA - SMALL TOWN - BIG FUN!!!!
PET FESTIVAL AND COSTUME CONTEST
PROFITS TO BENEFIT ANIMAL RESCUE AND ADOPTION

Costume contest * Best of show prizes * Trick for treat with your dog * Games * 50/50 raffle * Vendors with food samples * DEMOS

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:

SUBMITTED BY:

Ida deBlanc
Chairperson

Beth Escobar
Senior Planner



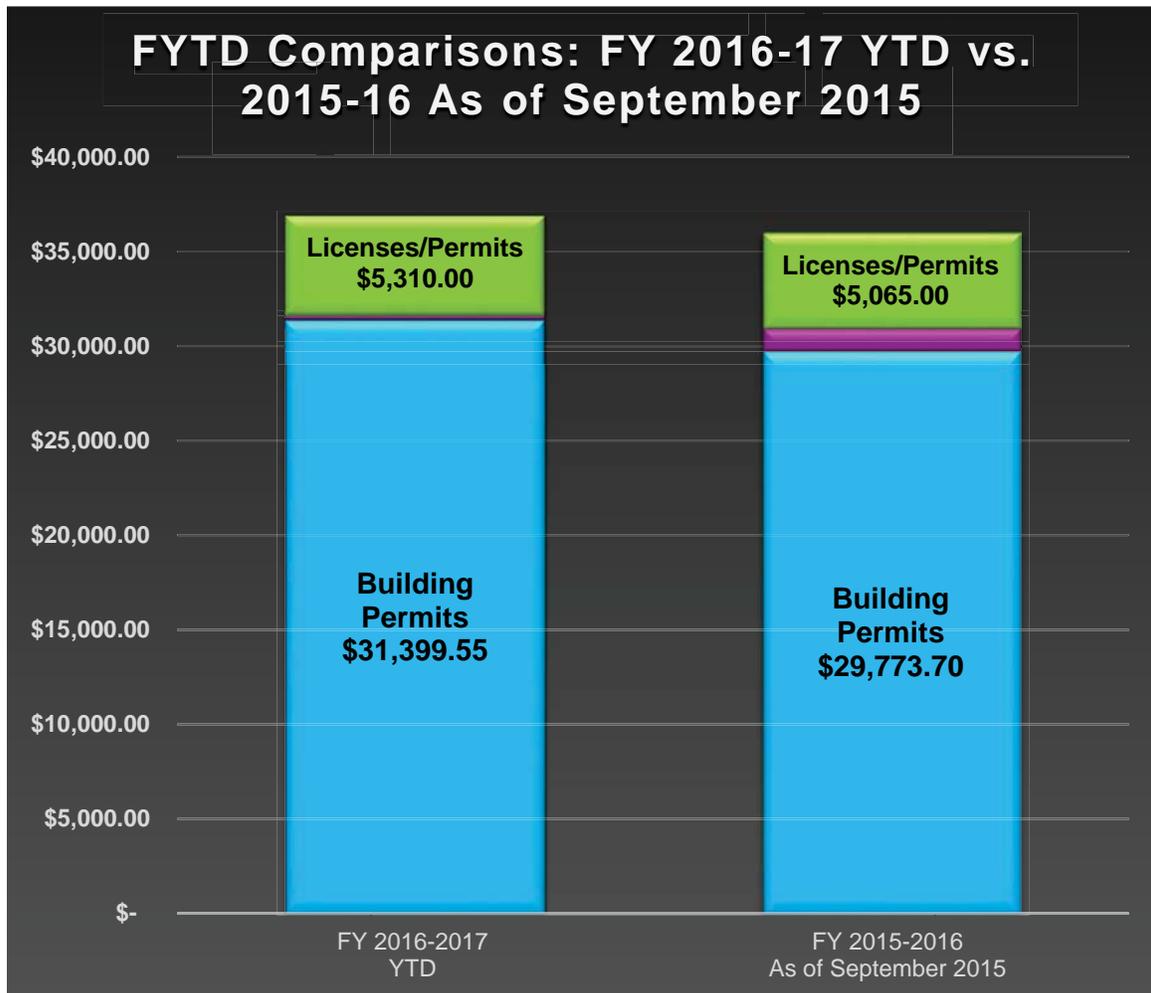
Director's Report

Agenda Item: Department Update
Community Development Department

Staff Contact: Jodie Filardo

Meeting Date: October 18, 2016

1. Metrics as of September, 2016 – FY Targets:
\$50,000 Building Permits, and \$6,500 Licenses/Permits

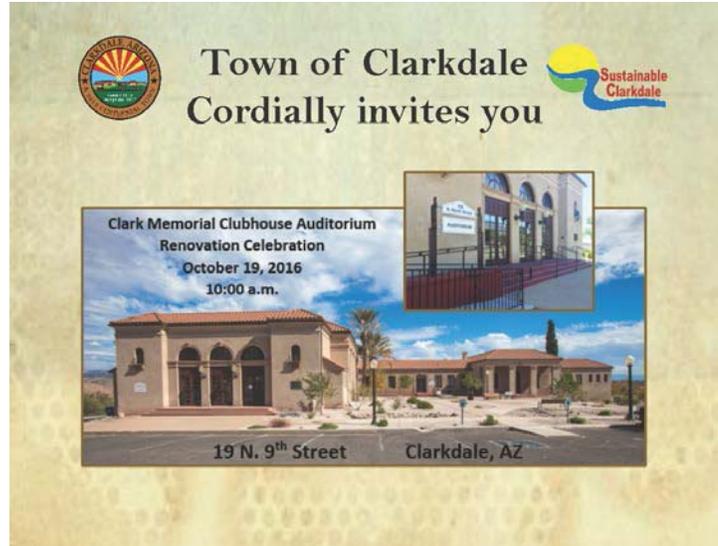




Director's Report

2. **Upcoming Clarkdale Events –**
19OCT16 – 10 AM Re-dedication of the Clark Memorial Clubhouse to celebrate the completion of the new bathrooms in the Auditorium, the replacement of the front doors plus the new ADA ramp out front

21OCT – Verde Valley Regional Economic Organization Annual Speaker Series – Success in Action, 7:30 AM – 10:30 AM, Clark Memorial Clubhouse Auditorium, \$35 per ticket, RSVP to vvreo.com



Annual Speakers Series
“The Verde Valley –Success in Action”
Economic State of the Region
Featuring
Jim Rounds, Rounds Consulting Group

October 21, 2016
7:30 AM –10:30AM
Clark Memorial Clubhouse, Clarkdale
19 No. Ninth Street, Clarkdale Az

\$35.00/Person — Sponsorships Available
Register online @www.vvreo.com
For more information: administrator@vvreo.com
Facebook: [verdevalleyregionaleconomicorganization](https://www.facebook.com/verdevalleyregionaleconomicorganization)





Director's Report

29OCT16 – HOWL-o-WEEN in Town Park from 10 AM – 1 PM. Check out www.ClarkdaleDog.com for more details.

31OCT16 – Safe Trick-or-Treating from 5-7 PM in Upper Clarkdale

SATURDAY
10.29.2016
10AM – 1PM

Bring a bag of dog or cat food to exchange for "doggy dollars!"

SAVE THE DATE!

PRESENTED BY:
CLARKDALE
DOWNTOWN BUSINESS
ALLIANCE

PLEASE NOTE:
ALL DOGS MUST BE ON NON-FLEX
LEASH WITH CURRENT RABIES
VACCINATIONS

HOWL-o-WEEN SPOOKTACULAR AT THE PARK
CLARKDALE ARIZONA - SMALL TOWN - BIG FUN!!!!
PET FESTIVAL AND COSTUME CONTEST
PROFITS TO BENEFIT ANIMAL RESCUE AND ADOPTION

Costume contest * Best of show prizes * Trick for treat with your dog * Games * 50/50 raffle * Vendors with food samples * DEMOs

3. Permits Issued.

New deck at 671 Cliffside Drive
New single family residence at 1440 West Foy Drive
Fence at 1430 E. Foy Drive
Room addition at 460 Celestial Drive
3.4 KW photovoltaic solar electric at 2200 Windy Street
Deck at 2161 Old Jerome Highway
3.4 KW photovoltaic solar electric at 2200 Windy Drive
Extension to existing rear patio at 1408 First North Street
Re-roof at 400 Celestial Drive
Accessory structure at 890 Main Street (Eagle Scout project)
Re-roof at 49 North 9th Street (Clarkdale Police Department)
Plumbing at 890 Main Street (bath vanity / sink faucet replacement)
6.3 KW photovoltaic solar electric at 2061 Windy Street

4. **Planning updates.** Staff met with Jeff Hayes, Rural Development Coordinator for USDA to discuss the Bitter Creek Industrial Area Road extension project. Mr. Hayes provided staff with a variety of alternatives to achieve funding to extend Town right-of-way from Broadway to Phoenix Cement Road and the SR 89A roundabout at Clarkdale Parkway through the industrial area. Staff is putting together a project management spreadsheet for this portion of the Bitter Creek Industrial Focus Area Plan. Mr. Hays and staff also met with property owners interested in building multifamily units in Clarkdale. Mr. Hays shared a wide array of financing options and opportunities that may accommodate such housing types.

On an unrelated note, Mr. Hayes informed staff that USDA is working with Habitat for Humanity in restructuring Habitat's funding mechanisms for new homes. This restructuring will increase the



Director's Report

number of new homes Habitat can build. As a result, they are looking for suitable properties in the area.

On September 12 staff received a two-page email from a member of the Arizona Farm Bureau expressing concerns about our draft Agricultural Uses Ordinance. Staff has asked our Town attorney to research some of the points in the email. Per direction from the Town Attorney, the public hearing for the draft agricultural ordinance scheduled for September 20th has been cancelled to allow further examination of possible legal ramifications. The item will be rescheduled for consideration on a future date. The Town Attorney is working on a written response to the email received from the Arizona Farm Bureau regarding the proposed agricultural uses ordinance. We hope to receive this early next week and be able to schedule the continued public hearing at the October 18 Planning Commission meeting.

Staff met with the Town Clerk to discuss digitizing the permanent record files. A process has been established and the project will begin in October. Staff is hoping to get a volunteer to work on prepping the paper files for scanning. This project will result in a permanent electronic record of any development related activity for properties within Clarkdale. The paper files would be moved from the CDD office area to somewhere else on the Town campus.

October is National Community Planning Month which is launched with the American Planning Associations announcement for annual Great Places in America awards. For information on this year's winners, visit the website at [American Planning Association](http://AmericanPlanningAssociation.org).

Staff had a booth at Saturday's Blues Festival to garner feedback on the draft Focus Area plan for the Bitter Creek Industrial Area.

5. **Design Review Board updates.** On October 5, 2016 the Clarkdale Design Review Board approved application DRB-091336 the Board for PTM Enterprises Crossroads at Mingus Townhomes with the following five recommendations by staff.





Director's Report

1. The building shall be constructed and shall be installed as reviewed and approved by the Design Review Board and as inspected by the Building Official.
 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.
 4. All lighting, landscaping and related systems as installed shall comply with Town Code.
 5. EPA Water Sense concepts shall be incorporated into the irrigation system. A plan for decommissioning of irrigation system after the drought tolerant landscaping has been established shall be submitted.
6. **Marketing.** 2017 Events and Outreach. Already organizations throughout Arizona are requesting the 2017 calendar of events for Clarkdale. At Tuesday night's CDBA meeting, the first draft was released to the group with a follow-up email to Community Services for their review and feedback. Recipients of the list will include the Verde Independent, Larson Newspaper outlets, AAA, Arizona Office of Tourism, Sedona Verde Valley Tourism Council, the Arizona Drive Guide, Arizona Highways, and the Phoenix Magazine. For your viewing pleasure, here's the current draft of happenings for the next calendar year.

2017 Clarkdale Fun

ExperienceClarkdale.com

<p>Taste the Passion promo</p> <p>7—Liberty Wildlife on Train 14—Clubhouse Dance 21—Liberty Wildlife at Train Depot</p>	<p>JAN</p> <p>11 - Clubhouse Dance 25 - Liberty Wildlife at Train Depot 17-19 - Chocolate Lovers' Train</p>
<p>Still Making History promo</p> <p>3—2017 SciTech EXPO 4—Concert at Yavapai College 11—Lion's Car Show and Chili Cook-off 11—Clubhouse Dance 18—Liberty Wildlife at Train Depot</p>	<p>MAR</p> <p>The Wine Wander promo</p> <p>1—Liberty Wildlife on Train 8—Historic Home Tour & Bank Robbery Re-enactment 15—Clubhouse Dance 15—Liberty Wildlife at Train Depot</p>
<p>Small Town, Big Adventure promo</p> <p>13-14—Verde Valley Wine Festival 19—20—Dance in AZ 20—Night of the Museum 26—Block Party</p>	<p>MAY</p> <p>17—Starlight Ride on Train 30—Block Party Concerts in the Park</p>
<p>1—Firecracker Express on Train 4—Old Fashioned Fourth 28—Block Party Concerts in the Park</p>	<p>JUL</p> <p>5—Liberty Wildlife on Train 19—Starlight Ride on Train 24—Liberty Wildlife at Train Depot Concerts in the Park</p>
<p>2—Liberty Wildlife on Train 16—Starlight Ride on Train 16—Poker Stroll Concerts in the Park</p>	<p>SEP</p> <p>7—Clarktoberfest 14—Blues Fest 28—Howl-O-ween 31—Halloween Ales on Rails—Thursday thru Sunday</p>
<p>4—Liberty Wildlife on Train 18—Liberty Wildlife at Train Depot 30—Made In Clarkdale opening</p>	<p>NOV</p> <p>1—Made In Clarkdale Gala 2—Santa comes to Clarkdale 16—Caroling in Town Park</p>



Director's Report

7. Clarktoberfest 2016. Another successful event is on the books with the Clarkdale Downtown Business Alliance collecting \$5,500 in beer receipts for the event which is about at similar levels to those of 2015. In addition, Main Street bars and restaurants were full. Everyone appeared to have a great time, and no incidents related to the event were reported to the event organizers. Based on this year's event, some logistics changes are in the works for next year to attempt to better manage the need for electricity. The next CDBA event is HOWL-o-ween on October 29th from 10 AM – 1 PM in Town Park.

8. NACOG Economic Development Council meeting. Director Filardo chaired Thursday's meeting of the EDC on October 6th in Flagstaff. At that meeting, Cottonwood presented a request for funding from the Economic Development Authority for \$2.43 million in upgrades to existing roadway and streetscape for Historic 89A from the intersection at the Bypass all the way to Old Town Cottonwood. The EDC approved the application to move on to the next step with the NACOG Regional Council. In addition, Eric Marcus, the Executive Director with the Sustainable Economic Development Initiative presented organization updates to the Council, including specifics about the SEDI microloan program. The program, named Dollars for Dreams offers up to \$5,000 for new ideas for a 2 year term at 3.5% interest. Over 60% of their current clients are women or minority-owned businesses. Collateral is not required.



Staff Report

Agenda Item: **WORKSESSION:** Discussion/possible action regarding adopting zoning regulations allowing for the transfer of development rights.

Staff Contact: Beth Escobar

Meeting Date: October 18, 2016

Presented to: Planning Commission

Background:

Property owners have the right to use, sell and develop their land in accordance with the designated zoning district of the property. On occasion, and for specific properties, a transfer of the designated rights to a different property might be appropriate.

Per Arizona Revised Statutes 11-817E.7, the transfer of development (TDR) rights is defined as: *'the process by which development rights from one or more sending properties are affixed to one or more receiving properties.'*

TDR can be used to preserve land as open space, preserve historic properties and to promote types of land use which may be deficient in the community.

The transfer of rights can be between property owners as part of the conditions of a sale, can be from one property to another owned by the same property owner, or between separate property owners.

The transfer of development rights may be used as a tool to control and direct growth and density.

Many components of zoning rights can be transferred, including:

- Zoning designation
- Permitted and Conditional Uses
- Any existing entitlements, such as Design Review approval or an existing Conditional Use Permit in good standing
- Lot coverage
- Floor area ratio

The possibility of enabling the transfer of development rights was discussed by the Commission during the creation of the SR 89A Focus Area Plan. During this planning process specific properties within the focus area were identified as possibilities for transfer of development rights.



Staff Report

Existing Code

Town of Clarkdale Zoning Code Section 13-2.C states:

‘zone change applications originating from a transfer of development right application shall be exempt from the requirement of providing a specific development schedule.’

A zone change process would be required to transfer development rights, however, a TDR request can go through the process without having a specific project to be reviewed. This is the only mention of TDR in the Town’s zoning code.

State Statute ARS §9-462.01.12 requires the following components be included in a TDR ordinance:

- (a) The issuance and recordation of the instruments necessary to sever development rights from the sending property and to affix development rights to the receiving property. These instruments shall be executed by the affected property owners and lienholders.
- (b) The preservation of the character of the sending property and assurance that the prohibitions against the use and development of the sending property shall bind the landowner and every successor in interest to the landowner.
- (c) The severance of transferable development rights from the sending property and the delayed transfer of development rights to a receiving property.
- (d) The purchase, sale, exchange or other conveyance of transferable development rights prior to the rights being affixed to a receiving property.
- (e) A system for monitoring the severance, ownership, assignment and transfer of transferable development rights.
- (f) The right of a municipality to purchase development rights and to hold them for resale.
- (g) The right of a municipality at its discretion to enter into an intergovernmental agreement with another municipality or a county for the transfer of development rights between jurisdictions. The transfer shall comply with this paragraph, except that if the sending property is located in an unincorporated area of a county, the approval of the development rights to be sent to a municipality shall comply with section 11-817. *(This section of state statute outlines the procedure for TDR in unincorporated areas.)*

In order to facilitate a TDR, the Town would need to adopt an ordinance incorporating all of the state requirements.



Staff Report

Per ARS 9-462.01.12.b, all prohibitions of the sending property transfer to the receiving property. This is important to note for any properties within the Highway 89A Overlay District or the Arts & Entertainment District. The restrictions for these districts would transfer to any receiving property.

Summary

Transfer of Development Rights can be a complex process. Staff is suggesting that if the Planning Commission chooses to direct staff to develop a TDR ordinance, the ordinance needs to address the required components of ARS statutes but should be broad enough to allow for creativity when considering the highest and best uses for specific properties.

Also, any TDR should align with the Clarkdale General Plan.

Recommendation: Discussion item only. Staff is asking direction from the Planning Commission whether to draft a Transfer of Development ordinance.