

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, OCTOBER 18, 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, October 18, 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 3:59 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 **Special Meeting Minutes of September 20, 2016.**

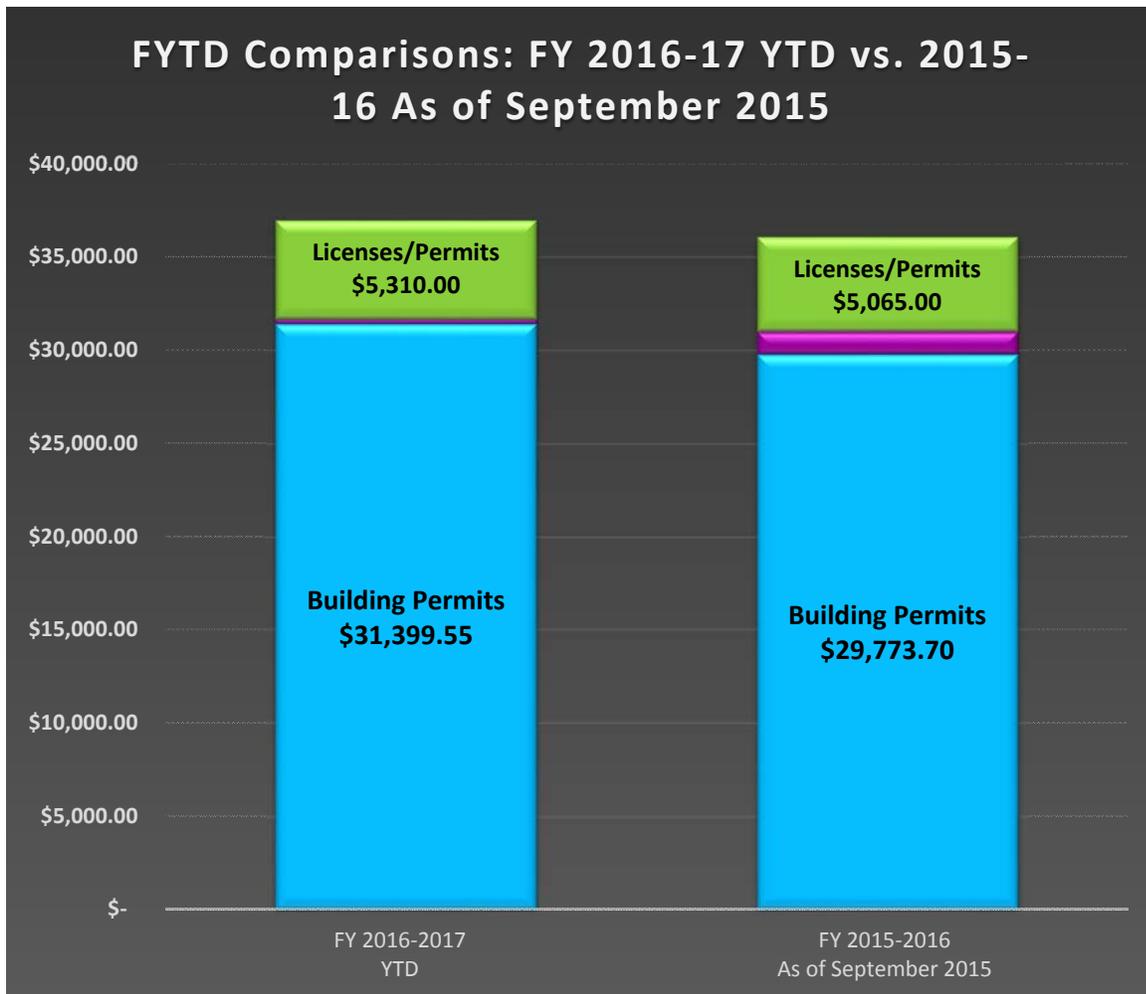
Commissioner Olguin moved to approve the Special Meeting Minutes of September 20, 2016. Commissioner Hunseder seconded the motion. The motion passed unanimously.
 - b. Consideration of the **Regular Meeting Minutes of September 20, 2016.**

Commissioner Hunseder moved to approve the Regular Meeting Minutes of September 20, 2016. Commissioner Erickson seconded the motion. The motion passed unanimously.
5. **REPORTS:**
Chairperson Report – Chair deBlanc had nothing to report but stated once again she is thrilled to be living in Clarkdale. Commissioner Hunseder informed the Commission and staff of the

Howl-O-Ween event on Saturday, October 29th. She stated the need for volunteers if anyone on the Commission would like to sign up.

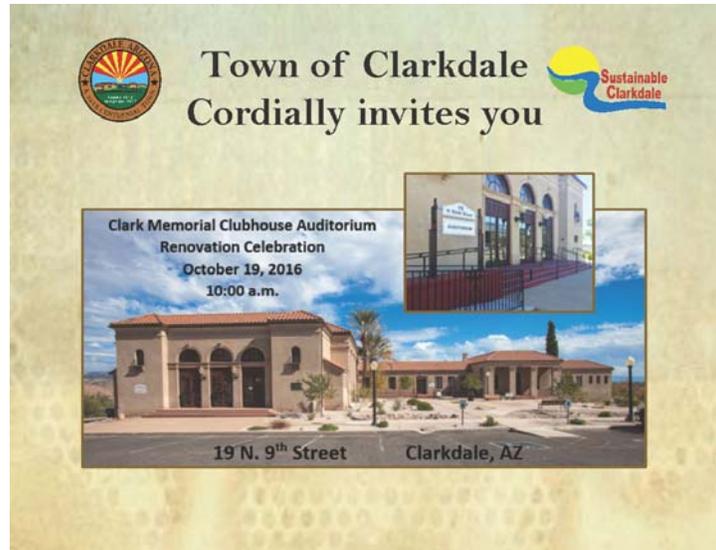
Director's Report – Community Development Director Filardo had nothing to report. Commissioner Olguin asked if the targets for building permits and licenses were for the entire fiscal year and Community Development Director Filardo confirmed the targets are for the fiscal year.

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



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

The logo for the Verde Valley Regional Economic Organization, featuring a stylized green and purple graphic to the left of the text "VERDE VALLEY REGIONAL ECONOMIC ORGANIZATION".

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



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 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.

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.



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.
5. **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	
Taste the Passion promo 7—Liberty Wildlife on Train 14—Clubhouse Dance 21—Liberty Wildlife at Train Depot	JAN	11 - Clubhouse Dance 25 - Liberty Wildlife at Train Depot 17-19 - Chocolate Lovers' Train	FEB
Still Making History promo 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	MAR	The Wine Wander promo 1—Liberty Wildlife on Train 8—Historic Home Tour & Bank Robbery Re-enactment 15—Clubhouse Dance 15—Liberty Wildlife at Train Depot	APR
Small Town, Big Adventure promo 13-14—Verde Valley Wine Festival 19—20—Dance in AZ 20—Night at the Museum 26—Block Party	MAY	17—Starlight Ride on Train 30—Block Party Concerts in the Park	JUN
1—Firecracker Express on Train 4—Old Fashioned Fourth 28—Block Party Concerts in the Park	JUL	5—Liberty Wildlife on Train 19—Starlight Ride on Train 26—Liberty Wildlife at Train Depot Concerts in the Park	AUG
2—Liberty Wildlife on Train 16—Starlight Ride on Train 16—Poker Stroll Concerts in the Park	SEP	7—Clarktoberfest 14—Blues Fest 28—Howl-O-ween 31—Halloween Ales on Rails—Thursday thru Sunday	OCT
4—Liberty Wildlife on Train 18—Liberty Wildlife at Train Depot 30—Made In Clarkdale opening	NOV	1—Made In Clarkdale Gala 2—Santa comes to Clarkdale 16—Caroling in Town Park	DEC

6. 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.

7. 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.

END DIRECTOR’S REPORT

6. NEW BUSINESS:

- a. **ELECTION:** Commissioners will nominate and elect a Chair and Vice Chair.

Discussion:

Chair deBlanc opened the floor for discussion and asked if anyone on the Commission was interested in the roles or would like to nominate a fellow commissioner. Commissioner Erickson asked if Commissioner Backus was interested in being Chair or Vice Chair. Commissioner Backus stated he was fine continuing with Chair deBlanc and Vice Chair Erickson in their roles as long as Chair deBlanc was comfortable with that. Chair deBlanc stated it is important for the Chair and Vice Chair to attend all meetings and it will continue to work for her to be the Chair. Vice Chair Erickson stated he enjoys his position as the Vice Chair.

Commission Action:

Commissioner Olguin made a motion to continue with existing officers. Commissioner Hunseder seconded the motion. The motion passed unanimously.

- b. **WORKSESSION: DISCUSSION/POSSIBLE ACTION:** Discussion/possible action regarding adopting zoning regulations allowing for the transfer of development rights.

Senior Planner Escobar gave a PowerPoint presentation on Transfer of Development Rights.

Discussion:

Senior Planner Escobar gave an example of transfer of development rights (TDR) using the Selna/Mongini properties in the 89A Focus Area plan. In this example she stated the TDR would create a viable commercial piece of property and a property that is all R1 zoning and in exchange the Town would receive a dedicated open space easement. Chair deBlanc asked if the TDR is only for two different property owners and Senior Planner Escobar stated a TDR could be for the same or different owners and in the example she gave, Selna/Mongini are the owners of both pieces of land. She stated staff’s perspective is that they will need a lot of legal advice for the ordinance so it does not allow for speculation and the Town doesn’t lose control or undermine existing zoning and the General Plan.

Commissioner Hunseder asked if a TDR would be conditional. Senior Planner Escobar stated a TDR is considered a zone change so it would go to the Commission and Town Council in public hearing and

conditions could be attached to the approval. She stated the Commission could also require certain standards for development in the process.

Commissioner Olguin stated the legal aspects are not going to be small and asked Senior Planner Escobar what will be the most critical legal aspect. Senior Planner Escobar stated because the Town is in the state of Arizona, Prop 207 is in place which states the Town cannot diminish a property owner's value. She stated someone could do a TDR and come back and say "This didn't work for me now I am going to sue the Town". Commissioner Backus asked if neighboring property owners would have any say if it was going to diminish their property values and Senior Planner Escobar stated Prop 207 only protects the properties involved, not the properties affected. She stated the neighboring property owners would have a say during the public process of a zone change.

Commissioner Backus asked if staff sees the TDR as a one-time occurrence pertaining to the Selna/Mongini property or if TDRs could be used in other areas of the Town. Senior Planner Escobar stated the Broadway corridor has commercial pockets surrounded by large lot residential and the development of the commercial pockets has not been widely endorsed. She stated the Broadway corridor could see a possible TDR. Vice Chair Erickson asked how a TDR would affect the Arts & Entertainment District as well as 10th street. Senior Planner Escobar stated changes made in this district would probably be rezones and not TDRs.

Vice Chair Erickson asked if a TDR ordinance is needed at this time. Senior Planner Escobar stated the discussion came at a stakeholders meeting for the 89A Focus Area Plan and Mr. Selna expressed concern because he has property all along the corridor that has several challenges. Senior Planner Escobar clarified there has been a specific request but not a formal application.

Commissioner Backus asked how a TDR would be beneficial when the properties were owned by two different people. Senior Planner Escobar gave an example from the City of Cottonwood regarding a connection to old 89A. She stated the TDR allows the town or city to get involved with the swap and make a project happen.

Vice Chair Erickson asked Senior Planner Escobar if she had done a TDR before and she stated she has not but she did some research and found that Peoria has done TDRs. Community Development Director Filardo explained that there are other types of rights that are entitlements on pieces of property. She gave an example from Cornville where there was a transfer of easements to Oak Creek in the area of Loy Road. A property owner gave ten acres of a conservation easement with the promise it would not be used for development and that gave them favorable tax benefits. She stated the TDR is a tool for valuing property in different ways and that it can be a very powerful tool. She stated it will be very important to make it a fully transparent, public process.

Vice Chair Erickson stated this will be a lot of work for staff but the Town should be prepared and have a TDR ordinance in place just in case. Senior Planner Escobar stated Council will not be surprised if the Commission directs staff to work on the ordinance. Commissioner Olguin stated the TDR seems to be very complex but it is something he can see being utilized in the foreseeable future. He stated if the Town has a need for it, it should be ready to go like a tool in a toolbox that you do not use often but when you need it, it is there. Senior Planner Escobar stated staff is looking for the Commission to give direction to move forward to the next step on working towards identifying funds for legal advice. Commissioner Hunseder asked if it would be possible to get a representative from Peoria to come to the Town so the Commission could speak with them about what worked, didn't work, etc. Commissioner Backus stated they could also give an estimate of legal fees.

Commission Action:

The Commission directed staff to move forward with drafting an ordinance for Transfer of Development Rights.

7. FUTURE AGENDA ITEMS:

Senior Planner Escobar stated staff hoped to have the agricultural uses ordinance on the November agenda with attorney comments. She stated staff had several discussions with the town attorney who is drafting notes on the ordinance.

8. ADJOURNMENT

- a. **Vice Chair Erickson moved to adjourn the meeting. Commissioner Olguin seconded the motion. The meeting was adjourned at 4:35 p.m.**

APPROVED BY:

SUBMITTED BY:

Ida deBlanc
Chairperson

Stephanie Vocca
Community Development Technician