

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, MARCH 26, 2009, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, March 26, 2009 at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chairperson	Dave Puzas	Present
Vice Chairperson	Jorge Olguin	Present
Commissioners	Amy Bayless	Present
	Sarah Vinson	Present
	Bill Regner	Present

**Staff:**

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds
Planner II	Normalinda Zuniga

**Others In Attendance:** Memi Perkins-Glenarm Land Company, Inc. and Michael Turner.

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:00 p.m.

**AGENDA ITEM: ROLL CALL:** The Administrative Assistant called roll.

**AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of February 26, 2009. Vice Chairperson Olguin motioned to approve the Regular Meeting Minutes of February 26, 2009, with the following corrections: page 3 Discussion: Records Retention-(to read), He was not aware of what procedure was being used and wanted to be sure everyone was following the same procedures** and any questions that come up should be addressed to the Town. **Under Future Agenda Items: Commissioner Bayless will not be able to attend the Worksession on May 7<sup>th</sup>. Commissioner Regner seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** The Chairperson went over upcoming meeting dates with the Commissioners. April 2<sup>nd</sup> there will be no Worksession. April 23<sup>rd</sup> Regular meeting, Commissioners Bayless and Vinson will not be able to attend. May 7<sup>th</sup> there will be no Worksession. May 28<sup>th</sup> Regular meeting will be cancelled.

**Staff Report:**

The Community Development Director stated the new General Plan Update Committee's first meeting went very well. They decided to have informal meeting formats but adhere to a tight

agenda at each meeting. Their April 16<sup>th</sup> meeting will cover Chapter I of the General Plan to set the tone for the elements that follow.

**AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to **FIVE** minutes.

**There was no public comment.**

### **NEW BUSINESS**

**AGENDA ITEM: PUBLIC HEARING:** CUP-090101-Request for an outdoor swapmeet and farmers market within the currently zoned Central Business District (CB), at the northeast corner of Main Street and Eleventh Street, the property is otherwise identified as Yavapai County Assessor's Parcel #400-03-190.

**-Open Public Hearing: The Chairperson opened the public hearing.**

**-Staff Report:**

**Background:** The applicant, Glenarm Land Company, Inc. has submitted a request for a Conditional Use Permit (CUP), to establish an outdoor swapmeet, farmer's market, and art/book fair on the parcel of land they own located on the corner of Main Street and Eleventh Street.

The applicant has stated that the vacant lot that will be utilized measures 100' X 100' and is covered with a concrete slab. The intent is to host up to 40 vendors that will each utilize 10' X 10' spaces with 10 foot aisles for foot traffic. The applicant has specified that an onsite even manager will be on the property before any vendors arrive and leave after all vendors have left.

Per the Town of Clarkdale's Zoning Code Section 3-9C., outside display of goods and merchandise are permitted in the Central Business District with approval of a Conditional Use Permit.

There may be impacts to the residential neighbors to the west of said property which is currently zoned single family residential. The applicant shall adhere to Section 3-9 I., Performance Standards for Central Business District:

#### **Performance Standards for Central Business District:**

-Traffic and curbs, Landscaping and paving, Storage facilities, Illumination, Noise, Smoke, Glare or Heat, Odors, Vibration, Fly Ash, Dust, Fumes, Vapors, Gases and Other forms of Air Pollution, Liquids and Solid Waste, Screening.

#### **Required Findings:**

-Applicable Regulations, Bulk Regulation, Performance, Traffic Impacts, Landscaping and Nuisance.

**Required Conditions for a Use Permitted by Conditional Use Permit:**

All Conditional Use Permits, including those that require that the applicant and/or developer obtain a building permit, shall meet minimum requirements of all Town ordinances, restrictions, regulations, and policies of the Town of Clarkdale which are in effect at the time of issuance of the Conditional Use Permit. Compliance is a condition of the use permit, including but are not limited to: Items in *italics are comments by staff.*

**-Consistency with the General Plan:** *The General Plan's Land Use Element includes this property in the Downtown Central Business District, the Town's Zoning Code permits this use in the Downtown Central Business District with the approval of a Conditional Use Permit.*

**-Sanitary waste improvements:** *The use requested does not require sanitary improvements.*

**-Street and/or sidewalk improvements:** *The use requested does not require street or sidewalk improvements.*

**-Fire protection measures:** *The Clarkdale Fire District requires the following in order to allow for proper fire protection: Access to fire hydrant remains clear at all times. Alleyway remains unblocked at all times. Parking areas must allow room for fire apparatus to safely enter and exit at all times.*

**-Utility Service improvements:** *No utilities will be provided for the events.*

**-Amount, type and location of outdoor lighting and signage:** *No outdoor lighting will be utilized for the use requested. If in the future the applicant chooses to provide outdoor lighting, they will be required to submit a lighting plan to the Design Review Board for approval.*

*Signs: The applicant will use temporary sandwich board signs to advertise the events on their property but not in the public right of way. The signs will be set up and taken down the day of the event. If in the future the applicant chooses to utilize permanent signage they will be required to submit their plans to the Design Review Board for approval. Temporary banners could be used on their property for the events.*

**-Parking: Off street parking area, aisles and access drives shall be designed and constructed so as to provide a durable, dustless surface.** *The applicant has stated that existing parking on the property will be utilized as well as additional parking in the Su Casa Restaurant parking lot and the parking lot behind the apartment building on 11<sup>th</sup> Street, both areas are owned by the applicant.*

*Since parking has the potential to become problematic, if not managed properly, staff suggests that signage be used to indicate the areas for vendor and customer parking and that the on-site manager of the event patrol all parking areas within their property.*

**Storm drainage improvements, based on a drainage report prepared by a licensed engineer, and approved by the Town Engineer:** *N/A*

**-Water Service improvements:** *No water will be provided for the events.*

**-Hours of Operation:** *The applicant will utilize the following hours of operation:*

*-Hours of operation shall be:*

*Swapmeet/Flea Market: Saturday or Sunday (day to be determined by applicant and stay with that chosen day), 6:30 a.m. set up to 4:00 p.m. with clean up to follow.*

*Farmers Market: Shall be one evening per week, Tuesday or Wednesday (day to be determined by applicant and stay with that chosen day), 3:30 p.m. set up with a closing time to be determined-30 minutes prior to sunset as defined by NOAA.*

*Art & Book Fair: Once a month, to be determined by the applicant and times to mirror the Farmers Market.*

**-Access:** *The property has ingress/egress from Eleventh Street, Main Street, Tenth Street and the alley behind the property.*

**-Landscaping standards:** *Due to the temporary nature of the project, the applicant would not be required to submit a landscape plan to the Design Review Board. However, dust control must be addressed for the dirt area around the south side and west side of the property to be used for vending.*

**-Compliance with applicable Federal, State and Local regulations:** *The applicant must obtain all required State, Federal, and Town permits.*

**Comments:**

As required, staff has informed property owners within 300 feet of the property seeking the CUP. Staff received only one comment regarding this request, the comment from Wendy Rackov at 914 Main Street, Clarkdale. Mrs. Rackov stated that she is unable to make tonight's meeting, but would like to comment that she "is OK with the proposed outdoor swapmeet and farmer's market, Clarkdale needs all the business it can get." The Staff handed out another letter at this evening's meeting that came in after the packets were sent out to the Commissioner's.

**Recommendations:**

The Planning Commission may approve, approve with stipulations or deny the request as presented. Staff has the following recommendations for the Commission to consider:

*-The applicant shall address the dirt area around the south and west sides of the parcel that will be used for vendors so that dust control will be observed. Staff understands that plant material may not be a viable solution, but suggests a medium size gravel/rock be placed in that area.*

*-The applicant will be responsible for identifying on-site parking areas for vendors and customers. It will be the responsibility of the on-site manager of the event to patrol all parking areas within their properties.*

*-The applicant shall comply with the request by the Clarkdale Fire District of the following in order to allow for proper fire protection: Access to fire hydrant remains clear at all times. Alleyway remains unblocked at all times. Parking areas must allow room for fire apparatus to safely enter and exit at all times.*

*Planning Commission*  
*March 26, 2009*

-All areas must be completely cleaned after each event; no items are to remain on site after any event.

-The applicant shall provide trash receptacles on their site for each event, collect and dispose of all trash. The use of the town trash receptacles on the sidewalk shall not be utilized to dispose of the trash collected during or after any event hosted by the applicant.

-The applicant needs to provide restroom facilities for the events per Town Code.

**-Applicant Presentation:** Memi Perkins, Glenarm Land Company, Inc., stated they would like to host a Flea Market one day a week, either Saturday or Sunday from 7:00 am to 3 or 4:00 pm and a Farmer's Market one evening a week, either Tuesday or Wednesday from 4:00 pm to 8:30 pm, with a once a month addition of an Art and Book Fair. The location will be 1000 Main Street, next to Su Casa Restaurant. There is a concrete area 100 feet by 100 feet that will be used for up to 40 vendors, if they each take a 10 sq. ft. area, with 10 foot aisles and a 10 foot buffer zone between the vendors and the property line. We will provide an on-site manager for the events that will be there before any vendors and leave after every one else. We will provide parking for vendors and guests on the lower concrete slab on the property, the parking lot behind the apartment building on 11<sup>th</sup> Street and the Su Casa parking lot. We will utilize the Su Casa restrooms and there are public restrooms across the street at the park. We will use temporary sandwich board signs to advertise the event and they will be taken down at the close of the event. There will be nothing left on site at the end of each event. We feel the central location and proximity to other small businesses in Clarkdale, will promote the area as a whole. In these tough times, it is important to draw people to the area using low cost enticements with a wholesome appeal. A drawing has been provided to you outlining the request.

**-Invite Public to Speak:** There was no public to comment.

**-Close Public Hearing:** The Chairperson closed the public hearing.

**AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION: CUP-090101-Request for an outdoor swapmeet and farmers market within the currently zoned Central Business District (CB), at the northeast corner of Main Street and Eleventh Street, the property is otherwise identified as Yavapai County Assessor's Parcel #400-03-190.**

**-Questions May Be Directed to Staff/Applicant:** Following are responses to questions asked by the Commissioners.

-There will be no PA sound systems used at the events.

-If there were to be a two day event, the Planning Commission would need to have the applicant return to the Commission.

-Closing times could indeed revolve around sunset.

-Applicant stated the "season" needs to start for these types of events in the area to ascertain what their schedule would be.

-There would be only one week that would actually have three events.

-Food vendors may be involved from the community if they wish. They are already current with their health certificates.

*Planning Commission*  
*March 26, 2009*

- The applicant wants to do crushed gravel to the areas in question to control the dust issue.
- There are two huge dumpsters near the event site that would be utilized for trash purposes and clean up.
- Michael Turner who accompanied the applicant stated years ago when this event took place, there was never a problem with trash and the clean up.

**-Discussion:**

- The Commissioners were open to letting the day of operation happen according the applicant's finding out when it will be best for them based on the Verde Valley's other events.
- Food vendors could come in to play in the future and that will be left up to the applicant and making sure everyone is in compliance who participates.
- The local papers will have postings of the Verde Valley's event schedules and that could assist the applicant in their scheduling.
- The hours of operation were addressed for the proposed events with a 6:30 am set up time being appropriate and the NOAA defining sunrise/sunset times.
- There will be no professional vendors.
- Parking for vendors will be in a designated area as outlined by the applicant.
- The Farmer's Market will consist of produce and "small" arts and crafts.

**AGENDA ITEM: ACTION: Commissioner Regner motioned to approve the CUP-090101-Request for an outdoor swapmeet and farmers market within the currently zoned Central Business District (CB), at the northeast corner of Main Street and Eleventh Street, the property is otherwise identified as Yavapai County Assessor's Parcel #400-03-190 as presented with the stipulations:**

**-Hours of operation shall be:**

**Swapmeet/Flea Market: Saturday or Sunday (day to be determined by applicant and stay with that chosen day), 6:30 a.m. set up to 4:00 p.m. with clean up to follow.**

**Farmers Market: shall be one evening per week, Tuesday or Wednesday (day to be determined by applicant and stay with that chosen day), 3:30 p.m. set up with a closing time to be determined-30 minutes prior to sunset as defined by NOAA.**

**Art & Book Fair: Once a month, to be determined by the applicant and times to mirror the Farmers Market.**

**-The applicant shall address the dirt area around the south and west sides of the parcel that will be used for vendors so that dust control will be observed. Placement of crushed rock is encouraged.**

**-The applicant will be responsible for identifying on-site parking areas for vendors and customers. It will be the responsibility of the on-site manager of the event to patrol all parking areas within their properties.**

**-The applicant will comply with the request by the Clarkdale Fire District:**

- Access to the fire hydrant to remain clear at all times.
- Alleyway to remain unblocked at all times.
- Parking areas must allow room for fire apparatus to safely enter and exit at all times.

**-All areas must be completely cleaned after each event, no items to remain on site after any event including signs.**

**-The applicant shall provide trash receptacles on their site for each event, collect and dispose of all trash. The use of town trash receptacles on the sidewalk shall not be utilized to dispose of the trash collected during or after any event hosted by the applicant.**

**-The applicant shall use temporary signage on days of the events to indicate that restroom facilities are available at the Su Casa restaurant. These signs shall be taken down after each event.**

**-The applicant will use temporary sandwich board signs to advertise the events on their property but not in the public right of way. Temporary banners could be used on the property.**

**-No P.A. or amplified music shall be permitted during any of the events. No acoustic music permitted before 10:00AM.**

**Commissioner Vinson seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: WORKSESSION: SUBDIVISION PROCESS AND LESSONS LEARNED WITH MOUNTAIN GATE, HIGHLANDS AND SIENNA CANYON – Sherry Bailey**

The Community Development Director gave a brief summary of the Chapter 12 Subdivision Regulations 86 page handout to the Commissioners regarding Recording of Final Plats, Extension Dates going through the Council, Subdivision and Preliminary Plats, Safeguards needing to be put in place for existing property owners, Phasing in Grading Plans and the part Public Meetings can play in the subdivision proposals.

*This being a worksession only, there were no actions taken. Staff was given direction by the Commissioners that the handout – Chapter 12 Subdivision Regulations pages that had tabs and text highlighted for discussion, be corrected/updated in a final version and discussed tentatively in June.*

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

**Meeting Update:**

April 2<sup>nd</sup> there will be no Worksession. April 23<sup>rd</sup> Regular meeting, Commissioners Bayless and Vinson will not be able to attend. May 7<sup>th</sup> there will be no Worksession. May 28<sup>th</sup> Regular meeting will be cancelled.

**AGENDA ITEM: ADJOURNMENT: Commissioner Bayless motioned to adjourn the meeting. Commissioner Vinson seconded the motion. The motion passed unanimously. The meeting adjourned at 7:45 p.m.**

**APPROVED BY:**

---

Dave Puzas  
Chairperson

**SUBMITTED BY:**

---

Vicki McReynolds  
Administrative Assistant II