



**NOTICE OF A REGULAR MEETING OF THE ZONING CODE UPDATE CITIZEN ADVISORY
COMMITTEE
OF THE TOWN OF CLARKDALE
THURSDAY, MAY 15, 2025 AT 4:30 PM**

Join Zoom Meeting
<https://zoom.us/j/9554994085>
Meeting ID:955 499 4085
OR

Publicly Broadcast From: Community Development Conference Room, 890 Main Street, Clarkdale, AZ

Unless otherwise stated, the public will have physical access to the meeting place 15 minutes prior to the start of the meeting.

Town of Clarkdale Vision

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy.

We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism.

We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN that the Zoning Code Update Citizen Advisory Committee will hold a Regular Meeting open to the public on Thursday, May 15, 2025, at 4:30 PM. A quorum of Town Council members may be present at this meeting; however, they will not deliberate or take action on any items. All members of the public are welcome to attend.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

The Zoning Code Update Citizen Advisory Committee invites the public to provide comments at this time. Members of the Zoning Code Update Citizen Advisory Committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01, action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to the Clerk or liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

4. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the regular meeting held on April 30, 2025.

5. NEW BUSINESS

A. Chairperson Selection

Discuss, consider and act upon the selection of a new Chairperson for the Zoning Code Update Citizen Advisory Committee.

B. Vice Chairperson Selection

Discuss, consider and act upon the selection of a new Vice Chairperson for the Zoning Code Update Citizen Advisory Committee.

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Chapter 9: Landscape Design Standards

Discussion only regarding Chapter 9: Landscape Design Standards.

B. Chapter 11: Design Review and Site Plan Review

Discussion only regarding Chapter 11: Design Review and Site Plan Review.

C. Workforce Housing Language

Discussion only regarding workforce housing language.

7. FUTURE AGENDA ITEMS

Zoning Code Update Citizen Advisory Committee may propose items to be placed on a future agenda. This item is for discussion only.

8. ADJOURNMENT

Values

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

COPPER

Customer focused

Open, transparent and equitable

Preserving our history, charm, and environment

Planning for a sustainable future

Economic and social resiliency

Resourceful and innovative

Mission

The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.



Staff Report

Item Number: 4.A.

<u>Agenda Item:</u>	Approval of Minutes Discuss, consider and act upon the draft minutes from the regular meeting held on April 30, 2025.
<u>Staff Contact:</u>	Britania Esparza, Associate Planner
<u>Meeting Date:</u>	May 15, 2025
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on April 30, 2025.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends approval of the draft minutes from the regular meeting held on April 30, 2025.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE
ZONING CODE UPDATE CITIZEN ADVISORY COMMITTEE
OF THE TOWN OF CLARKDALE**

WEDNESDAY, APRIL 30, 2025 AT 4:30 PM

(To listen to the full audio/video of the meeting,
please visit www.clarkdale.az.gov – agendas & minutes)

Members Present: *Selena Pao, Virginia Smith, Laura Jones, Becky Keck, Craig Backus, Robyn Prud'homme-Bauer, Allen Spence.*

Members Absent: *Ray Selna, Joe Conk, Kerrie Snyder.*

Other Municipal Officials Present: *Community Development Director Ruth Mayday; Community Development Admin Guss Espolt.*

Audience: *No member of the public was present.*

Zoom: *One member of the public was present.*

1. CALL TO ORDER - *Community Development Director Ruth Mayday called the meeting to order at 4:30 p.m.*

2. ROLL CALL – *Present: Selena Pao, Virginia Smith, Laura Jones, Becky Keck, Craig Backus, Robyn Prud'homme-Bauer, Allen Spence.*
Absent: Ray Selna, Joe Conk, Kerrie Snyder.

3. PUBLIC COMMENT
No Public Comment.

4. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the regular meeting held on March 18, 2025.

Motion by Spence, **second by** Prud'homme-Bauer **to:** *Approve the minutes from the regular meeting held on March 18, 2025.*

Vote: - 7/0

Advisory Member	Aye/Nay
Selena Pao	Aye
Ray Selna	Absent
Virginia Smith	Aye
Laura Jones	Aye
Becky Keck	Aye
Joe Conk	Absent
Craig Backus	Aye
Robyn Prud'homme-Bauer	Aye
Kerrie Snyder	Absent
Allen Spence (alternate)	Aye

5. NEW BUSINESS

A. Chairperson Selection

Discuss, consider and act upon the selection of a new Chairperson for the Zoning Code Update Citizen Advisory Committee.

Item tabled. No discussion or vote.

B. Vice Chairperson Selection

Discuss, consider and act upon the selection of a new Vice Chairperson for the Zoning Code Update Citizen Advisory Committee.

Item tabled. No discussion or vote.

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Zoning Code Chapter 2: Definitions

Discussion only regarding Chapter 2, Definitions.

B. Zoning Code Chapter 4: General Provisions

Discussion only regarding Chapter 4, General Provisions.

C. Zoning Code Chapter 8: Outdoor Lighting Code

Discussion only regarding Chapter 8, Outdoor Lighting Code.

7. FUTURE AGENDA ITEMS

Zoning Code Update Citizen Advisory Committee proposed the following items to be placed on a future agenda:

- Continued discussion of zoning update and voting for Chair and Vice Chair.

8. ADJOURNMENT – 6:51 p.m.

Motion by Spence, **second by** Keck **to:** *Adjourn the meeting.*

Vote: - 7/0

Advisory Member	Aye/Nay
Selena Pao	Aye
Ray Selna	Absent

Virginia Smith	Aye
Laura Jones	Aye
Becky Keck	Aye
Joe Conk	Absent
Craig Backus	Aye
Robyn Prud'homme-Bauer	Aye
Kerrie Snyder	Absent
Allen Spence (alternate)	Aye

Chairperson
Zoning Code Advisory Committee

Assistant Town Manager, Ruth Mayday



Staff Report

Item Number: 5.A.

Agenda Item:

Chairperson Selection

Discuss, consider and act upon the selection of a new Chairperson for the Zoning Code Update Citizen Advisory Committee.

Staff Contact:

Ruth Mayday, Assistant Town Manager/Community Development Director

Meeting Date:

May 15, 2025

Strategic Goal:

This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 1 – Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
- Goal Area 2 – Enhance the quality and availability of parks, recreation and cultural opportunities.

Background:

Each year the Commission as a whole selects a chairperson for the group.

The role of the Chairperson is:

- Ensure that meetings operate efficiently, and that decorum is maintained.
- Work closely with the staff liaison to develop agendas and review the requested agenda items.
- Ensure that the meetings are run as closely as practical by Robert's Rules of Order and that they move along without delay.
- Be open enough to allow individuals to speak without being unfairly restrictive.
- Make sure that items that are not on the agenda are not discussed.
- See that the Commission considers the major issues and does not become sidetracked by insignificant concerns.
- Attempt to educate the public as to the process and policies of the Town.
- Attempt to bridge the differences that may exist among the opinions of the Commissioners to reach a consensus.
- Build an atmosphere where it is okay to disagree, as long as you are not disagreeable.
- Be the last representative to give his/her opinion after all others have

spoken.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Commission select a Chair for the Zoning Code Update Citizen Advisory Committee.



Staff Report

Item Number: 5.B.

Agenda Item: **Vice Chairperson Selection**
Discuss, consider and act upon the selection of a new Vice Chairperson for the Zoning Code Update Citizen Advisory Committee.

Staff Contact: Ruth Mayday, Assistant Town Manager/Community Development Director

Meeting Date: May 15, 2025

Strategic Goal: This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 1 – Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
- Goal Area 2 – Enhance the quality and availability of parks, recreation and cultural opportunities.

Background: Each year the Commission selects a Vice Chairperson. The Vice Chairperson's role is to complete the tasks of the Chairperson if they are not available.

The role of the Chairperson is:

- Ensure that meetings operate efficiently, and that decorum is maintained.
- Work closely with the staff liaison to develop agendas and review the requested agenda items.
- Ensure that the meetings are run as closely as practical by Robert's Rules of Order and that they move along without delay.
- Be open enough to allow individuals to speak without being unfairly restrictive.
- Make sure that items that are not on the agenda are not discussed.
- See that the Commission considers the major issues and does not become sidetracked by insignificant concerns.
- Attempt to educate the public as to the process and policies of the Town.
- Attempt to bridge the differences that may exist among the opinions of the Commissioners to reach a consensus.
- Build an atmosphere where it is okay to disagree, as long as you are not disagreeable.
- Be the last representative to give his/her opinion after all others have

spoken.

Budget Impact: No budget impact.

Recommendation: Staff recommends that the Commission select a new Vice Chair for the Zoning Code Update Citizen Advisory Committee.



Staff Report

Item Number: 6.A.

<u>Agenda Item:</u>	Chapter 9: Landscape Design Standards Discussion only regarding Chapter 9: Landscape Design Standards.
<u>Staff Contact:</u>	Ruth Mayday, Assistant Town Manager/Community Development Director
<u>Meeting Date:</u>	May 15, 2025
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review and discussion of Chapter 9: Landscape Design Standards.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Discussion only. No recommendation.

CHAPTER 9

LANDSCAPE DESIGN STANDARDS

Articles:

9-010	Intent
9-020	Applicability
9-030	Basic Requirements
9-040	Sustainable Design
9-050	Shading Techniques Techniques
9-060	Buffering
9-070	Irrigation and Maintenance
9-080 <u>070</u>	Minimum Plant Size
9-090 <u>080</u>	Restricted Planting Areas
9-100 <u>090</u>	Parking Lots Areas
9-110 <u>100</u>	Minimum Landscaping as a Percentage of Lot Area for New Construction
9-120	Compliance Regulations
9-130 <u>110</u>	Director Variances Discretion
9-140 <u>120</u>	Approved Plant List

Section 9-010 **Purpose and Intent**

The ~~intent of this Ordinance is to set forth landscape design requirements that promote and preserve the use of native vegetation and conserve water through low-water usage plantings. Town of Clarkdale encourages an integrated approach to landscape design. The following standards provide direction towards the production of a viable, attractive landscape design developed in consideration of the existing environment and climatic challenges of our unique area.~~

~~The purpose of the Principles of~~ landscape design standards ~~is to:~~

- A. Preserve and enhance the natural beauty and environment;
- B. Mitigate the impacts of parking and other vehicular areas;

- C. Ensure safety;
- D. Minimize the effects of temperature extremes, noise, pollution, wind and glare;
- E. Promote water and energy conservation;
- F. Provide a buffer between land uses;
- G. Soften and complement new and existing structures;
- H. Enhance quality of life.

Landscaping may include a mix of vegetation (trees, shrubs and decorative accent plants) and surface treatments such as permeable surfaces, boulders and hardscape.

Section 9-020 **Applicability**

A. Landscaping is required for all new buildings and uses of land, redevelopment of buildings and land, ~~except for single-family residences or accessory structures for residential use and residential development under a unified development plan.~~

~~This chapter may be applied, in whole or part, to planned area development projects.~~

~~Per Site Plan Submittal Requirements, a~~B. ~~–A~~ landscape plan shall be provided for all projects subject to design review requirements.

C. Alterations to existing multi-family, commercial and industrial sites and buildings will be required to conform to the standards herein if the value of improvements exceeds 50% of the assessed value of the subject property. ~~require a review regarding compliance with this code. If there are deficiencies, staff will work with the applicant to bring properties into compliance.~~

Section 9-030 **Basic Requirements**

A. Surface areas of a project not used for buildings, drives, parking or permitted outside uses shall be either landscaped, retained in their natural state or revegetated.

- B. Any portions of a site disturbed by site preparation and/or construction, especially cut or fill slopes, shall be landscaped or revegetated. A minimum of four (4) inches of topsoil ~~shallis to~~ be placed on the disturbed area and erosion of the topsoil shall be mitigated.
- C. Landscape areas may include organic and inorganic materials ~~as approved through the design review process (or committee?) and/or Community Development Director.~~
- D. Preservation and reuse of viable native vegetation existing on the site is strongly encouraged.
- E. Plant materials used shall be primarily native or drought tolerant.
- F. The majority of each design plan should incorporate xeriscape concepts, including:
1. Use of mulch or landscape rock;
 2. Installation of a drip system;
 3. Use of drought tolerant plants;
 4. Use of permeable ground cover;
 5. Incorporation of shade.
- G. Landscape must be suitable to the terrain.
- H. The landscape ~~design plan~~ must account for site drainage and retention
- I. The landscape plan dDesign should promote pedestrian/ bicycle traffic where applicable.
- J. The lLandscape ~~design plan~~ must incorporate energy and water conservation concepts.
- K. Landscaping must be installed prior to issuance of a certificate of occupancy or receiving a final inspection from the Town of Clarkdale, or the owner shall provide the Town with financial assurances, or other legal instrument ~~acceptable to the Community Development Director,~~ in an amount sufficient ~~amount~~ to complete 100% of the landscaping, as evidenced by a written estimate from a licensed landscape architect or contractor, to complete one hundred percent (100%) of the landscaping. ~~(should require f~~
- L. Front yard residential landscaping shall be installed prior to C of O. ~~for residential, where is that listed?)~~

L. All landscaping, irrigation and other site work shall be installed as shown on the approved landscape and irrigation plans.

M. An irrigation plan shall be submitted with the landscape plan and shall include a weather-based irrigation controller with rain sensors and automatic shut-off valves during rain events.

N. The developer and subsequent owners shall be responsible for maintaining the landscaping as shown on the approved plan. Maintenance shall include regular irrigation, weeding, fertilizing and pruning. This includes maintaining landscaping in the adjacent public right-of-way.

O. Dead vegetation shall be replaced within one hundred eighty (180) days of discovery or by the next planting season, whichever first occurs.

P. Areas left in their natural state must be monitored on a regular basis and any trash and debris removed immediately.

Q. Failure to properly maintain the property will subject the property owner to the penalties set forth in Town Code.

Section 9-040 Sustainable Design

Sustainable design ~~aspects including but not limited to~~ ~~concepts such as but not limited to~~ the following ~~are desirable and~~ should be incorporated into the landscape plan as much as possible:

- A. Good soil preparation;
- B. Use of mulch and ~~/ or~~ landscape rock;
- C. Use of sunken tree basins;
- D. Use of low water-use drought tolerant plants/ trees;
- E. Use of efficient irrigation ~~design~~;
- F. Incorporation of passive water harvesting ~~concepts~~;

- G. Planting of symbiotic groupings of native species;
- H. Incorporation of shade techniques over public areas such as sidewalks, trails, bikeways and parking lots;
- I. Use of shade structures and plants/ trees to mitigate the impact of sun and wind on structures and public areas.

In addition, projects ~~are urged to consider implementing~~should include active water harvesting and storage as an offset to groundwater pumping. ~~General design information and site-specific design guidelines are available from the Community Development Department at the Town.~~

Section 9-050 Shading Techniques

A. Purpose

To promote safe, comfortable pedestrian environments in residential and commercial areas, reduce urban heat impacts, and improve access to the community's trail network by integrating shading and connectivity into site design.

B. Applicability

This section applies to:

1. Any residential or commercial property within 1,000 feet calculated from a designated public trail, bike path, or multi-use corridor.
2. Any redevelopment or major site improvements exceeding 50% of the property's assessed value.

C. Sidewalk Shading Requirements

1. Shade Coverage Standard

All public-facing sidewalks and pedestrian walkways within or adjacent to the development should aim to achieve minimum 75% shade coverage at solar noon on June 21st (measured over the sidewalk area).

2. Shade Elements

Shade may be provided through:

- a. Desert-adapted shade trees spaced no more than 20–25 feet apart, such as but not limited to: Desert Willow, Chilean Mesquite, or Palo Verde.
- b. Architectural or structural elements including but not limited to: awnings, arcades, or solar shade panels.
- c. Landscape-integrated solutions such as vine-covered trellises or living walls.

3. Building Orientation Incentive

Developments oriented to maximize natural building shade on pedestrian areas may count built shadow toward the total shade coverage requirement.

D. Trail Access Requirements

1. Connectivity

Residential or commercial developments located within 1,000 feet of an existing or planned trail, multi-use path, or bike corridor should provide:

- a. A direct, pedestrian and bicycle connection to the trail system, unless topography or physical barriers prevent it.
- b. Wayfinding signage placed at visible points (e.g., storefronts, parking areas) to indicate trail direction and distance.

2. Trailhead Enhancements (if applicable)

Where a development borders a trail, it must provide a “soft” trailhead or access node including:

- a. A shaded seating/rest area
- b. Trash/recycling receptacles
- c. Bicycle parking or racks
- d. Lighting if within 100 feet of a public entrance.

E. Maintenance

- a. All shade-providing trees and structures must be maintained to provide effective shading throughout the year.
- b. Dead trees must be replaced within 90 days with species of similar canopy potential.
- c. Structural shading elements must be maintained for safety, usability, and aesthetic quality.

Section 9-060 Buffering

A. Buffering is required ~~between-when~~ nonresidential uses are proposed adjacent to existing and/or proposed zoned residential uses, and between proposed/ or existing multifamily ~~or alternative living facilities~~ and existing single-family uses ~~/ zoning~~, or where there is a transition from one (1) type of land use or density to another land use and for the screening of mechanical equipment, service or storage areas.

1. Landscape Borders shall be placed between adjacent Land Uses and Zoning Districts as described in the following table:

Perimeter Landscape Borders						
Districts/Land Uses	Adjacent Streets/Zoning Districts/Land Use					
	Residential	Office	Commercial	Industrial	Multi-Family	Mobile Home Park
Residential Subdivision*	X	X	X	X	X	X
Office	X	--	X	X	X	X
Commercial	X	X	--	X	X	X
Industrial	X	X	X	--	X	X
Multifamily	X	X	X	X	--	X
Mobile Home Park	X	X	X	X	X	--

*Four Lots or more.

B. The buffering may consist of landscape screening, berming, solid walls, or a combination thereof and the depth shall be the equivalent of the required setback. ~~Buffering may occur within the required building setback.~~

1. Buffering must be designed to provide a year-round visual screen in order to minimize adverse impacts. It may consist of fencing, block, evergreens, berms, rocks, boulders, grade changes or a combination thereof.

2. ~~A development must provide~~ sufficient buffering shall be provided when topographical or other barriers do not provide reasonable screening and where there is a need to:

a. Shield neighboring properties from any adverse visual or other effects of the development; ~~or~~

~~b. The buffer shall soften the appearance of the site from the road and highlight/— create defined access and egress points.~~

C. The width of the landscape buffer between two (2) incompatible uses ~~strip must shall~~ increase with the setback of the building as follows:

1. Less than 50 feet: 10 feet wide landscape buffer.

2. Fifty to 74 feet: 15 feet wide landscape buffer.

3. Seventy-five to 99 feet: 20 feet wide landscape buffer.

4. One hundred feet or more: 25 feet wide landscape buffer.

D. ~~Where the buffer cannot be achieved, a low wall, fence, or hedge may be used to create the buffer. averaging~~ Averaging of the buffer area is permitted as long as ~~the~~ a minimum of ~~10 feet~~ one half of the required buffer is ~~achieved~~ maintained.

~~Section 9-070~~ — Irrigation and Maintenance

~~A. An irrigation system plan shall be submitted as part of a building permit. The plan shall incorporate WaterSense (an EPA program) best management practices, such as including a~~

~~weather-based irrigation controller with rain sensors and automatic shut-off valves during rain events. The plan shall also include an estimated shut-off date after the native landscaping has been established to be inscribed in the irrigation system control panel.~~

~~B.—The developer and subsequent owners shall be responsible for maintaining the landscaping as shown on the approved plan. Maintenance shall include regular irrigation, weeding, fertilizing and pruning. This includes maintaining landscaping in a public right-of-way.~~

~~C.—Dead plants shall be replaced within one hundred eighty (180) days of discovery or by the next planting season during the two (2) year period after issuance of a certificate of occupancy or final approval of a project.—(this implies after 2 years the lot does not need to be revegetated after dead plants?)—After 2 years, modifications to fit the mature landscaping for replanting options can be requested for modification to the Community Development Director.~~

~~D.—Areas left in their natural state must be monitored on a regular basis and any trash and debris removed immediately.~~

Section 9-080070 Minimum Plant Size

<u>Trees</u>	<u>Minimum caliper size</u>	<u>Minimum box size</u>	<u>Minimum height at Planting</u>	<u>Maximum distance between trees on center</u>
<u>Residential</u>	<u>2"</u>	<u>15 gallon</u>	<u>6'</u>	<u>20'</u>
<u>Commercial</u>	<u>3"</u>	<u>24" - 50%</u> <u>36" - 50%</u>	<u>8'</u>	<u>20'</u>
<u>Industrial</u>	<u>4"</u>	<u>36"</u>	<u>8'</u>	<u>20'</u>
<u>Mixed Use</u>	<u>3"</u>	<u>24"</u>	<u>8'</u>	<u>20'</u>

~~Trees shall be a minimum of a fifteen (15) gallon-size and/or three (3) feet minimum in height and 3" in caliper.—Deciduous trees used to fulfill screening requirements shall be a minimum of six (6) feet in height. Evergreen trees used to fulfill screening requirements shall be a minimum of four (4) feet in height.~~

Section 9-~~090080~~ Restricted Planting Areas

A. *Sight Visibility Triangles.*

1. At the intersection of two (2) arterial and/ or collector streets, or at the intersection of a street, a triangle measuring thirty (30) feet in length along the curb lines or edge of roadway or alley from the point of intersections shall be left unobstructed 36" or above grade.
2. At the intersection of a street and a driveway a triangle measuring twenty (20) feet along the curb line or roadway edge and the edge of the driveway from the point of intersection, and connecting diagonally, shall be left unobstructed 36" or above grade.
3. Specific visibility triangle requirements for the intersections shall be determined by the Town Engineer as per the Town Engineering Standards.
4. Landscape materials shall not exceed a height of ~~thirty-six~~eighteen (36~~18~~) inches above the grade of the roadway or driveway within the sight visibility triangle.
5. Trees in the sight visibility triangle shall have a minimum eight (8) feet of clearance between the lowest limbs of the tree and the roadway.

Section 9-~~100090~~ Parking Areas Lots

- A. Parking lot landscaping shall be included as part of the overall landscape design plan.
- B. An area or combination of areas equal to no less than ten percent (10%) of the total parking lot area shall be landscaped.
- C. All applicable development that has five (5) or more Vehicle Parking Spaces shall provide landscaping in its Parking Areas as follows:
 1. Canopy Trees: Within a Parking Area, one Canopy Tree is required for each eight Vehicle Parking Spaces or fraction thereof, as follows:
 - a. Canopy Trees shall be evenly distributed throughout the vehicular use area and have a minimum of 8 feet of vehicle clearance,
 - b. Canopy Trees shall be placed and distributed in a way to encourage the optimum shade level for parking stalls based on the stall alignment.

2. In Development where it is necessary to bring the existing Parking Areas into conformance with these regulations, the tree coverage/distribution requirement may be modified by the Community Development Director's decision.
3. Planter Area: Each Canopy Tree required by this Section shall have a planter area with a minimum unpaved area of 7 feet by 18 feet with 1,000 cubic feet of soil to provide for successful tree growth.
4. Plant Protection: Areas where plants are susceptible to injury by vehicular or pedestrian traffic shall be protected by appropriate means, such as curbs, bollards, or low walls.
 - a. The planter area shall have a raised border four inches high to prohibit the tires of the vehicle from encroaching onto the planter. Raised borders may include cuts that allow stormwater to flow into the planter areas for rainwater harvesting purposes.
 - b. Standard wheel barriers are acceptable but not encouraged, as they can be easily moved and could allow damage to the tree.

B. Exemptions

1. Any Site with six or fewer Vehicle Parking Spaces including ADA required space;
2. Home Occupations;
3. Vehicle Storage;
4. Covered Parking Areas; or
5. For expansion of an existing Development, the existing Parking Areas are exempt from the Canopy Tree standard if the existing Parking Area is subject to an approved Site Plan on or before the Effective Date.

D. A landscape buffer is required around the perimeter of any parking area adjacent to the street or a residentially zoned property.

E. All Landscape areas and Parking Area planters may also be used as water retention basins. Basins within a Landscape Buffer shall maintain slopes no steeper than four to one (4:1), except as otherwise approved by the Town Engineer.



Examples of good use of Parking Area Planter Design

Section 9-~~110~~100 Minimum Landscaping as a Percentage of Lot Area for Multi-Family, Commercial and Industrial New Construction

A. *Multi-Family Projects.*

1. A minimum of thirty percent (30%) of the total lot area shall be landscaped.
2. A minimum fifteen (15) foot wide strip of land area adjacent to the street right-of-way shall be landscaped.
3. Averaging of the street landscaping strip area is permitted if a minimum of one half of the required setback is maintained.

B. *Commercial Projects.*

1. A minimum of thirty percent (30%) of total lot area shall be landscaped.
2. A minimum fifteen (15) foot wide strip of land area adjacent to the street right-of-way shall be landscaped.
3. Averaging of the street landscaping strip area is permitted if a minimum of one half of the required setback is maintained.

C. *Industrial Projects.*

1. A minimum of fifteen percent (15%) of total lot– area or a minimum fifteen (15) foot wide strip of land adjacent to the street right-of-way shall be landscaped. ~~as determined during application review with staff and during design review.~~

2. Averaging of the street landscaping strip area is permitted as long as a minimum of one half of the required setback is maintained.

Section 9-120 — Compliance Regulations

- ~~A. The Town reserves the right to conduct compliance inspections.~~
- ~~B. All landscaping, irrigation and other site work shall be installed as shown on the approved landscape and irrigation plans.~~
- ~~C. Replacement of dead materials is required within one hundred eighty (180) days of discovery or by the next planting season. (needs to match page 67)~~
- ~~D. Regular maintenance of all landscape areas is required. Failure to properly maintain the property is subject to the penalties outlined in the Town Code.~~

Section 9-130 110 Director Discretion Variances

1. The Community Development Director may recommend a waiver or modification to the Landscape Design Code that supports sustainable development prior to the application moving forward to the Design Review ~~Board (or process?process)~~. The Director's recommendation may be accepted, rejected, or modified during the Design Review processesign Review Board may accept, reject or modify the Director's recommendation.
2. Modifications to an approved landscape design plan determined to be minor (10% change in area, number of plantings, or type of plantings) may be allowed by the Community Development Director through an administrative process.
3. The Community Development Director has the discretion to waive the application of this chapter upon a finding that application of the requirements would reduce the fair market value or developability of the property.

Section 9-140120 Approved Plant List

Native Shrubs and Bushes

Common Name (Botanical Name)	Size	Water Demand	Notes
Barberry (Algerita) (Berberis haematocarpa)	3-10'	Low	
Catclaw Acacia (Senegalia greggii)	4-10'	Very low	Common shrub or small tree
Beargrass (Nolina microcarpa)	4-6'	Very low	Agave family, high stalks, high slopes
Cliffrose (Purshia subintegra)	3-6'	Very low	Dry, rocky steep slopes
Creosote Bush (Larrea tridentata)	4-8'	Very low	Roots emit repellents
Feather Dalea (Dalea formosa)	1-2'	Very low	Dry, rocky slopes
Graythorn (Ziziphus obtusifolia)	6-10'	Very low	Riparian edge, grasslands, bird habitat
Manzanita (Pointleaf) (Arctostaphylos pungens)	4-6'	Very low	Dry hillsides above 4,000'

Common Name (Botanical Name)	Size	Water Demand	Notes
Mesquite (Velvet) (Prosopis velutina)	10-25'	Low	Washes, riparian edges below 4,000'
Mountain Mahogany (Cercocarpus montanus)	15'	Very low	High slopes
Mormon Tea (Ephedra viridis)	2-6'	Very low	Dry soil
Ocotillo (Fouquieria splendens)	8-15'	Very low	Steep hillsides, needs drainage
Shrub Live Oak (Scrub) (Quercus turbinella)	6-10'	Very low	High slopes, dry washes
Four-Wing Salt Bush (Atriplex canescens)	4-6'	Very low	Common wildlife habitat
Broom Snakeweed (Gutierrezia sarothrae)	2-4'	Very low	Common. Over-grazed areas
Sugar Sumac (Rhus avata)	2-15'	Very low	Part shade, dry slopes
Winter Fat (Krascheninnikovia)	2-3'	Very low	Open rangeland

Adaptive Shrubs and Bushes

Common Name (Botanical Name)	Size	Water Demand	Notes
Angel's Hair (Artemisia schmidtiana)	2"	Very low	Fine silver leaves

Common Name (Botanical Name)	Size	Water Demand	Notes
Arizona Rosewood (Vauquelinia californica)	8'	Low when est.	Evergreen
Australian Laurel (Pittosporum tobira)	6-15'	Low	
Autumn Sage (Salvia greggii)	2x2'	Low-mod	Water demand is dependent on sun exposure
Bird of Paradise Bush (Erythrostemon gilliesii)	4-6'	Low	Tree variant, 12' – aka Caesalpinia gilliesii
Butterfly (Fountain) Bush (Buddleja alternifolia)	8-12'	Low	Long flower clusters
Cotoneaster, Spreading (Cotoneaster)	5-6'	Low	Hardy deciduous – aka Cotoneaster divaricatus
Damianita (Chrysactinia mexicana)	2x2'	Very low	Evergreen, yellow flowers spring and fall
Dusty Miller (Artemisia stelleriana)	2-3'	Low	Evergreen shrub
Flame Honeysuckle (Anisacanthus quadrifidus)	3-4'	Low	Deciduous, orange/red flowers late summer/fall
Heavenly Bamboo (Nandina domestica)	6-8'	Low	Some water, shade
Juniper (Chinese) (Juniperus chinensis)	2-15'	Very low	Evergreen
Juniper (Savin) (Juniperus sabina)	2-4'	Very low	Evergreen

Common Name (Botanical Name)	Size	Water Demand	Notes
Photinia (Chinese) (Photinia serrulata)	6-12'	Low	Water to establish
Pyracantha (Firethorn) (Pyracantha coccinea)	6-12'	Low	Trains to fence
Rosemary (Rosemarinus officinalis)	2-6'	Very low	Needs drainage
Santolina (Santolina virens)	1-2'	Very low	Evergreen, good ground cover
Texas Sage (Leucophyllum frutescens)	3-8'	Very low	Semi-evergreen, many variations
Turpentine Bush (Ericameria laricifolia)	2-3'	Very low	Evergreen, yellow flowers in fall
Viburnum (various) (Viburnum lantana)	4-12'	Low-mod	Deciduous, partial sun
Xylosma (Xylosma congestum)	8-10'	Low	Heat tolerant

Native Trees

Common Name (Botanical Name)	Size	Water Demand	Notes
Arizona Ash (Velvet) (Fraxinus velutina)	30-40'	Mod	Riparian, aggressive root
Arizona Cypress (Cupressus arizonica)	30-40'	Very low	Evergreen, dry soils
Netleaf Hackberry	20-30'	Low	Riparian edge

Common Name (Botanical Name)	Size	Water Demand	Notes
(Celtis reticulara)			
Juniper (One-Seed) (Juniperus monosperma)	15-35'	Very low	Evergreen, dry mesas, hillsides
Juniper (Utah) (Juniperus osteosperma)	15-30'	Very low	Evergreen, one main trunk, dry areas
Mesquite (Velvet) (Prosopis velutina)	10-25'	Low	Washes, riparian edges below 4,000'
Oak (Emory or Live) (Quercus emoryi)	20-50'	Low	Evergreen, lower slopes
Oak (Gambel) (Quercus gambelii)	20-50'	Low	Deciduous, typically above 5,000'
Oak (Sonoran) (Quercus turbinella)	6-10'	Very low	Deciduous, high slopes, dry washes. Aka Shrub Live Oak, others
Willow (Desert) (Chilopsis linearis)	10-25'	Low-mod	Riparian edge, washes
Willow (Goodding) (Salix gooddingii)	30-50'	Mod	Deciduous, riparian, invasive roots
Willow (Globe) (Salix matsudana)	20-30'	Mod	Deciduous

Adaptive Trees

Common Name (Botanical Name)	Size	Water Demand	Notes
Cedar (Deodar) (Cedrus deodara)	60-80'	Very low	Evergreen, check varieties

Common Name (Botanical Name)	Size	Water Demand	Notes
Chaste Tree (Vitex agnus-castus)	3-16'	Low-mod	Purple flower
Chinaberry (Melia azedarach)	30-50'	Low	Grows in poor soil
Crabapple (Flowering) (Malus)	6-30'	Low-mod	Check available local varieties
Honeylocust (Thornless) (Gleditsia triacanthos)	35-70'	Low	Deciduous, good street trees
Little Leaf Ash (Fraxinus greggii)	8-10'	Mod	Semi-evergreen, slow, prune to tree
Locust (Idaho) (Robinia idahoensis)	30-40'	Very low	Deciduous, aggressive roots
Oak (Southern Live) (Quercus virginiana)	40'	Low	Deep rooted
Pine (Aleppo) (Pinus halepensis)	30-60'	Low	Evergreen, hardy to heat, aridity, wind
Pine (Pinion Nut) (Pinus edulis)	10-35'	Very low	Evergreen, hardy in desert mountains
Pine (Afghan) (Pinus eldarica)	30-50'	Low	Evergreen, now " Pinus brutia " – fast growing
Plum (Flowering) (Prunus varieties)	20-30'	Mod	Deciduous, requires maintenance
Raywood Ash (Fraxinus angustifolia)	60-100'	Mod	Fast growing

Cacti and Succulents

Common Name (Botanical Name)	Size	Water Demand	Notes
Century Plant (Agave parryi)	3'	Very low	Tall flower stalk
Cholla (Plateau) (Cylindropuntia whipplei)	2-4'	Very low	Long, branching sections
Claret Cup (Echinocereus triglochidiatus)	1-2'	Very low	Dense mounds of stems
Fendler Hedgehog (Echinocereus fendleri)	6"-1'	Very low	Small clumps, rocky
Prickly Pear (Desert) (Opuntia phaeacantha)	2-5'	Very low	Dry hillsides
Tonto Basin Agave (<i>Agave delamateri</i>)	2-3'	Very low	Extremely rare plant. Flower spikes may reach 20 feet.
Yucca (Banana) (Yucca baccata)	2-3'	Very low	Dense flower clusters
Yucca (Soaptree) (Yucca elata)	2-15'	Very low	Tall single trunk

Recommended Decorative Plants

Common Name (Botanical Name)	Water Demand	Notes
Desert Marigold (Baileya multiradiata)	Low	Biennial
Tufted Evening Primrose	Low	Perennial – maximum height of 4 inches

Common Name (Botanical Name)	Water Demand	Notes
(Oenothera caespitosa)		
Penstemon (Variety of species)	Low	Perennial – may reach 6 feet in height Shades range from light pink to vivid red
Angelita Daisy (Hymenoxys acaulis)	Low	
Blue Flax (Linum lewisii)	Low	
Desert Globe Mallow (Sphaeralcea ambigua)	Low	
Blue Gamma Grass (Bouteloua gracilis)	Low	Limited maintenance
Desert Lavender (Hyptis emoryi)	Low	Favored by honeybees

CHAPTER 9

LANDSCAPE DESIGN STANDARDS

Articles:

9-010	Intent
9-020	Applicability
9-030	Basic Requirements
9-040	Sustainable Design
9-050	Shading Techniques Techniques
9-060	Buffering
9-070	Irrigation and Maintenance
9-080 <u>070</u>	Minimum Plant Size
9-090 <u>080</u>	Restricted Planting Areas
9-100 <u>090</u>	Parking Lots Areas
9-110 <u>100</u>	Minimum Landscaping as a Percentage of Lot Area for New Construction
9-120	Compliance Regulations
9-130 <u>110</u>	Director Variances Discretion
9-140 <u>120</u>	Approved Plant List

Section 9-010 **Purpose and Intent**

The ~~intent of this Ordinance is to set forth landscape design requirements that promote and preserve the use of native vegetation and conserve water through low-water usage plantings. Town of Clarkdale encourages an integrated approach to landscape design. The following standards provide direction towards the production of a viable, attractive landscape design developed in consideration of the existing environment and climatic challenges of our unique area.~~

~~The purpose of the Principles of~~ landscape design standards ~~is to:~~

- A. Preserve and enhance the natural beauty and environment;
- B. Mitigate the impacts of parking and other vehicular areas;

- C. Ensure safety;
- D. Minimize the effects of temperature extremes, noise, pollution, wind and glare;
- E. Promote water and energy conservation;
- F. Provide a buffer between land uses;
- G. Soften and complement new and existing structures;
- H. Enhance quality of life.

Landscaping may include a mix of vegetation (trees, shrubs and decorative accent plants) and surface treatments such as permeable surfaces, boulders and hardscape.

Section 9-020 **Applicability**

A. Landscaping is required for all new buildings and uses of land, redevelopment of buildings and land, ~~except for single-family residences or accessory structures for residential use and residential development under a unified development plan.~~

~~This chapter may be applied, in whole or part, to planned area development projects.~~

~~Per Site Plan Submittal Requirements, aB.~~ A landscape plan shall be provided for all projects subject to design review requirements.

C. Alterations to existing multi-family, commercial and industrial sites and buildings will be required to conform to the standards herein if the value of improvements exceeds 50% of the assessed value of the subject property. ~~require a review regarding compliance with this code. If there are deficiencies, staff will work with the applicant to bring properties into compliance.~~

Section 9-030 **Basic Requirements**

A. Surface areas of a project not used for buildings, drives, parking or permitted outside uses shall be either landscaped, retained in their natural state or revegetated.

- B. Any portions of a site disturbed by site preparation and/or construction, especially cut or fill slopes, shall be landscaped or revegetated. A minimum of four (4) inches of topsoil ~~shallis to~~ be placed on the disturbed area and erosion of the topsoil shall be mitigated.
- C. Landscape areas may include organic and inorganic materials ~~as approved through the design review process (or committee?) and/or Community Development Director.~~
- D. Preservation and reuse of viable native vegetation existing on the site is strongly encouraged.
- E. Plant materials used shall be primarily native or drought tolerant.
- F. The majority of each design plan should incorporate xeriscape concepts, including:
1. Use of mulch or landscape rock;
 2. Installation of a drip system;
 3. Use of drought tolerant plants;
 4. Use of permeable ground cover;
 5. Incorporation of shade.
- G. Landscape must be suitable to the terrain.
- H. The landscape ~~design plan~~ must account for site drainage and retention
- I. The landscape plan dDesign should promote pedestrian/ bicycle traffic where applicable.
- J. The lLandscape ~~design plan~~ must incorporate energy and water conservation concepts.
- K. Landscaping must be installed prior to issuance of a certificate of occupancy or receiving a final inspection from the Town of Clarkdale, or the owner shall provide the Town with financial assurances, or other legal instrument ~~acceptable to the Community Development Director,~~ in an amount sufficient ~~amount~~ to complete 100% of the landscaping, as evidenced by a written estimate from a licensed landscape architect or contractor, to complete one hundred percent (100%) of the landscaping. ~~(should require f~~
- L. Front yard residential landscaping shall be installed prior to C of O. ~~for residential, where is that listed?)~~

L. All landscaping, irrigation and other site work shall be installed as shown on the approved landscape and irrigation plans.

M. An irrigation plan shall be submitted with the landscape plan and shall include a weather-based irrigation controller with rain sensors and automatic shut-off valves during rain events.

N. The developer and subsequent owners shall be responsible for maintaining the landscaping as shown on the approved plan. Maintenance shall include regular irrigation, weeding, fertilizing and pruning. This includes maintaining landscaping in the adjacent public right-of-way.

O. Dead vegetation shall be replaced within one hundred eighty (180) days of discovery or by the next planting season, whichever first occurs.

P. Areas left in their natural state must be monitored on a regular basis and any trash and debris removed immediately.

Q. Failure to properly maintain the property will subject the property owner to the penalties set forth in Town Code.

Section 9-040 Sustainable Design

Sustainable design ~~aspects including but not limited to~~ ~~concepts such as but not limited to~~ the following ~~are desirable and~~ should be incorporated into the landscape plan as much as possible:

- A. Good soil preparation;
- B. Use of mulch and ~~/ or~~ landscape rock;
- C. Use of sunken tree basins;
- D. Use of low water-use drought tolerant plants/ trees;
- E. Use of efficient irrigation ~~design~~;
- F. Incorporation of passive water harvesting ~~concepts~~;

- G. Planting of symbiotic groupings of native species;
- H. Incorporation of shade techniques over public areas such as sidewalks, trails, bikeways and parking lots;
- I. Use of shade structures and plants/ trees to mitigate the impact of sun and wind on structures and public areas.

In addition, projects ~~are urged to consider implementing~~should include active water harvesting and storage as an offset to groundwater pumping. ~~General design information and site-specific design guidelines are available from the Community Development Department at the Town.~~

Section 9-050 Shading Techniques

A. Purpose

To promote safe, comfortable pedestrian environments in residential and commercial areas, reduce urban heat impacts, and improve access to the community's trail network by integrating shading and connectivity into site design.

B. Applicability

This section applies to:

1. Any residential or commercial property within 1,000 feet calculated from a designated public trail, bike path, or multi-use corridor.
2. Any redevelopment or major site improvements exceeding 50% of the property's assessed value.

C. Sidewalk Shading Requirements

1. Shade Coverage Standard

All public-facing sidewalks and pedestrian walkways within or adjacent to the development should aim to achieve minimum 75% shade coverage at solar noon on June 21st (measured over the sidewalk area).

2. Shade Elements

Shade may be provided through:

- a. Desert-adapted shade trees spaced no more than 20–25 feet apart, such as but not limited to: Desert Willow, Chilean Mesquite, or Palo Verde.
- b. Architectural or structural elements including but not limited to: awnings, arcades, or solar shade panels.
- c. Landscape-integrated solutions such as vine-covered trellises or living walls.

3. Building Orientation Incentive

Developments oriented to maximize natural building shade on pedestrian areas may count built shadow toward the total shade coverage requirement.

D. Trail Access Requirements

1. Connectivity

Residential or commercial developments located within 1,000 feet of an existing or planned trail, multi-use path, or bike corridor should provide:

- a. A direct, pedestrian and bicycle connection to the trail system, unless topography or physical barriers prevent it.
- b. Wayfinding signage placed at visible points (e.g., storefronts, parking areas) to indicate trail direction and distance.

2. Trailhead Enhancements (if applicable)

Where a development borders a trail, it must provide a “soft” trailhead or access node including:

- a. A shaded seating/rest area
- b. Trash/recycling receptacles
- c. Bicycle parking or racks
- d. Lighting if within 100 feet of a public entrance.

E. Maintenance

- a. All shade-providing trees and structures must be maintained to provide effective shading throughout the year.
- b. Dead trees must be replaced within 90 days with species of similar canopy potential.
- c. Structural shading elements must be maintained for safety, usability, and aesthetic quality.

Section 9-060 Buffering

A. Buffering is required ~~between-when~~ nonresidential uses are proposed adjacent to existing and/or proposed zoned residential uses, and between proposed/ or existing multifamily ~~or alternative living facilities~~ and existing single-family uses ~~/ zoning~~, or where there is a transition from one (1) type of land use or density to another land use and for the screening of mechanical equipment, service or storage areas.

1. Landscape Borders shall be placed between adjacent Land Uses and Zoning Districts as described in the following table:

Perimeter Landscape Borders						
Districts/Land Uses	Adjacent Streets/Zoning Districts/Land Use					
	Residential	Office	Commercial	Industrial	Multi-Family	Mobile Home Park
Residential Subdivision*	X	X	X	X	X	X
Office	X	--	X	X	X	X
Commercial	X	X	--	X	X	X
Industrial	X	X	X	--	X	X
Multifamily	X	X	X	X	--	X
Mobile Home Park	X	X	X	X	X	--

*Four Lots or more.

B. The buffering may consist of landscape screening, berming, solid walls, or a combination thereof and the depth shall be the equivalent of the required setback. ~~Buffering may occur within the required building setback.~~

1. Buffering must be designed to provide a year-round visual screen in order to minimize adverse impacts. It may consist of fencing, block, evergreens, berms, rocks, boulders, grade changes or a combination thereof.

2. ~~A development must provide s~~Sufficient buffering shall be provided when topographical or other barriers do not provide reasonable screening and where there is a need to:

a. Shield neighboring properties from any adverse visual or other effects of the development; ~~or~~

~~b. The buffer shall soften the appearance of the site from the road and highlight/— create defined access and egress points.~~

C. The width of the landscape buffer between two (2) incompatible uses ~~strip must shall~~ increase with the setback of the building as follows:

1. Less than 50 feet: 10 feet wide landscape buffer.

2. Fifty to 74 feet: 15 feet wide landscape buffer.

3. Seventy-five to 99 feet: 20 feet wide landscape buffer.

4. One hundred feet or more: 25 feet wide landscape buffer.

D. ~~Where the buffer cannot be achieved, a low wall, fence, or hedge may be used to create the buffer. averaging Averaging~~ of the buffer area is permitted as long as ~~the~~ a minimum of ~~10 feet— one half of the required buffer~~ is ~~achieved~~ maintained.

~~Section 9-070 — Irrigation and Maintenance~~

A. ~~An irrigation system plan shall be submitted as part of a building permit. The plan shall incorporate WaterSense (an EPA program) best management practices, such as including a~~

~~weather-based irrigation controller with rain sensors and automatic shut-off valves during rain events. The plan shall also include an estimated shut-off date after the native landscaping has been established to be inscribed in the irrigation system control panel.~~

~~B.—The developer and subsequent owners shall be responsible for maintaining the landscaping as shown on the approved plan. Maintenance shall include regular irrigation, weeding, fertilizing and pruning. This includes maintaining landscaping in a public right-of-way.~~

~~C.—Dead plants shall be replaced within one hundred eighty (180) days of discovery or by the next planting season during the two (2) year period after issuance of a certificate of occupancy or final approval of a project.—(this implies after 2 years the lot does not need to be revegetated after dead plants?)—After 2 years, modifications to fit the mature landscaping for replanting options can be requested for modification to the Community Development Director.~~

~~D.—Areas left in their natural state must be monitored on a regular basis and any trash and debris removed immediately.~~

Section 9-080070 Minimum Plant Size

	<u>Minimum caliper size</u>	<u>Minimum box size</u>	<u>Minimum height at Planting</u>	<u>Maximum distance between trees on center</u>
<u>Residential</u>	<u>2"</u>	<u>15 gallon</u>	<u>6'</u>	<u>20'</u>
<u>Commercial</u>	<u>3"</u>	<u>24" - 50%</u> <u>36" - 50%</u>	<u>8'</u>	<u>20'</u>
<u>Industrial</u>	<u>4"</u>	<u>36"</u>	<u>8'</u>	<u>20'</u>
<u>Mixed Use</u>	<u>3"</u>	<u>24"</u>	<u>8'</u>	<u>20'</u>

~~Trees shall be a minimum of a fifteen (15) gallon-size and/or three (3) feet minimum in height and 3" in caliper.—Deciduous trees used to fulfill screening requirements shall be a minimum of six (6) feet in height. Evergreen trees used to fulfill screening requirements shall be a minimum of four (4) feet in height.~~

Section 9-~~090080~~ Restricted Planting Areas

A. *Sight Visibility Triangles.*

1. At the intersection of two (2) arterial and/ or collector streets, or at the intersection of a street, a triangle measuring thirty (30) feet in length along the curb lines or edge of roadway or alley from the point of intersections shall be left unobstructed 36" or above grade.
2. At the intersection of a street and a driveway a triangle measuring twenty (20) feet along the curb line or roadway edge and the edge of the driveway from the point of intersection, and connecting diagonally, shall be left unobstructed 36" or above grade.
3. Specific visibility triangle requirements for the intersections shall be determined by the Town Engineer as per the Town Engineering Standards.
4. Landscape materials shall not exceed a height of ~~thirty-six~~eighteen (36~~18~~) inches above the grade of the roadway or driveway within the sight visibility triangle.
5. Trees in the sight visibility triangle shall have a minimum eight (8) feet of clearance between the lowest limbs of the tree and the roadway.

Section 9-~~100090~~ Parking Areas Lots

- A. Parking lot landscaping shall be included as part of the overall landscape design plan.
- B. An area or combination of areas equal to no less than ten percent (10%) of the total parking lot area shall be landscaped.
- C. All applicable development that has five (5) or more Vehicle Parking Spaces shall provide landscaping in its Parking Areas as follows:
 1. Canopy Trees: Within a Parking Area, one Canopy Tree is required for each eight Vehicle Parking Spaces or fraction thereof, as follows:
 - a. Canopy Trees shall be evenly distributed throughout the vehicular use area and have a minimum of 8 feet of vehicle clearance,
 - b. Canopy Trees shall be placed and distributed in a way to encourage the optimum shade level for parking stalls based on the stall alignment.

2. In Development where it is necessary to bring the existing Parking Areas into conformance with these regulations, the tree coverage/distribution requirement may be modified by the Community Development Director's decision.
3. Planter Area: Each Canopy Tree required by this Section shall have a planter area with a minimum unpaved area of 7 feet by 18 feet with 1,000 cubic feet of soil to provide for successful tree growth.
4. Plant Protection: Areas where plants are susceptible to injury by vehicular or pedestrian traffic shall be protected by appropriate means, such as curbs, bollards, or low walls.
 - a. The planter area shall have a raised border four inches high to prohibit the tires of the vehicle from encroaching onto the planter. Raised borders may include cuts that allow stormwater to flow into the planter areas for rainwater harvesting purposes.
 - b. Standard wheel barriers are acceptable but not encouraged, as they can be easily moved and could allow damage to the tree.

B. Exemptions

1. Any Site with six or fewer Vehicle Parking Spaces including ADA required space;
2. Home Occupations;
3. Vehicle Storage;
4. Covered Parking Areas; or
5. For expansion of an existing Development, the existing Parking Areas are exempt from the Canopy Tree standard if the existing Parking Area is subject to an approved Site Plan on or before the Effective Date.

D. A landscape buffer is required around the perimeter of any parking area adjacent to the street or a residentially zoned property.

E. All Landscape areas and Parking Area planters may also be used as water retention basins. Basins within a Landscape Buffer shall maintain slopes no steeper than four to one (4:1), except as otherwise approved by the Town Engineer.



Examples of good use of Parking Area Planter Design

Section 9-~~110~~100 Minimum Landscaping as a Percentage of Lot Area for Multi-Family, Commercial and Industrial New Construction

A. *Multi-Family Projects.*

1. A minimum of thirty percent (30%) of the total lot area shall be landscaped.
2. A minimum fifteen (15) foot wide strip of land area adjacent to the street right-of-way shall be landscaped.
3. Averaging of the street landscaping strip area is permitted if a minimum of one half of the required setback is maintained.

B. *Commercial Projects.*

1. A minimum of thirty percent (30%) of total lot area shall be landscaped.
2. A minimum fifteen (15) foot wide strip of land area adjacent to the street right-of-way shall be landscaped.
3. Averaging of the street landscaping strip area is permitted if a minimum of one half of the required setback is maintained.

C. *Industrial Projects.*

1. A minimum of fifteen percent (15%) of total lot– area or a minimum fifteen (15) foot wide strip of land adjacent to the street right-of-way shall be landscaped. ~~as determined during application review with staff and during design review.~~

2. Averaging of the street landscaping strip area is permitted as long as a minimum of one half of the required setback is maintained.

Section 9-120 — Compliance Regulations

~~A. The Town reserves the right to conduct compliance inspections.~~

~~B. All landscaping, irrigation and other site work shall be installed as shown on the approved landscape and irrigation plans.~~

~~C. Replacement of dead materials is required within one hundred eighty (180) days of discovery or by the next planting season. (needs to match page 67)~~

~~D. Regular maintenance of all landscape areas is required. Failure to properly maintain the property is subject to the penalties outlined in the Town Code.~~

Section 9-130 110 Director Discretion Variances

1. The Community Development Director may recommend a waiver or modification to the Landscape Design Code that supports sustainable development prior to the application moving forward to the Design Review ~~Board (or process?process)~~. The Director's recommendation may be accepted, rejected, or modified during the Design Review process ~~esign Review Board may accept, reject or modify the Director's recommendation.~~

2. Modifications to an approved landscape design plan determined to be minor (10% change in area, number of plantings, or type of plantings) may be allowed by the Community Development Director through an administrative process.

3. The Community Development Director has the discretion to waive the application of this chapter upon a finding that application of the requirements would reduce the fair market value or developability of the property.

Section 9-140120 Approved Plant List

Native Shrubs and Bushes

Common Name (Botanical Name)	Size	Water Demand	Notes
Barberry (Algerita) (Berberis haematocarpa)	3-10'	Low	
Catclaw Acacia (Senegalia greggii)	4-10'	Very low	Common shrub or small tree
Beargrass (Nolina microcarpa)	4-6'	Very low	Agave family, high stalks, high slopes
Cliffrose (Purshia subintegra)	3-6'	Very low	Dry, rocky steep slopes
Creosote Bush (Larrea tridentata)	4-8'	Very low	Roots emit repellents
Feather Dalea (Dalea formosa)	1-2'	Very low	Dry, rocky slopes
Graythorn (Ziziphus obtusifolia)	6-10'	Very low	Riparian edge, grasslands, bird habitat
Manzanita (Pointleaf) (Arctostaphylos pungens)	4-6'	Very low	Dry hillsides above 4,000'

Common Name (Botanical Name)	Size	Water Demand	Notes
Mesquite (Velvet) (Prosopis velutina)	10-25'	Low	Washes, riparian edges below 4,000'
Mountain Mahogany (Cercocarpus montanus)	15'	Very low	High slopes
Mormon Tea (Ephedra viridis)	2-6'	Very low	Dry soil
Ocotillo (Fouquieria splendens)	8-15'	Very low	Steep hillsides, needs drainage
Shrub Live Oak (Scrub) (Quercus turbinella)	6-10'	Very low	High slopes, dry washes
Four-Wing Salt Bush (Atriplex canescens)	4-6'	Very low	Common wildlife habitat
Broom Snakeweed (Gutierrezia sarothrae)	2-4'	Very low	Common. Over-grazed areas
Sugar Sumac (Rhus avata)	2-15'	Very low	Part shade, dry slopes
Winter Fat (Krascheninnikovia)	2-3'	Very low	Open rangeland

Adaptive Shrubs and Bushes

Common Name (Botanical Name)	Size	Water Demand	Notes
Angel's Hair (Artemisia schmidtiana)	2"	Very low	Fine silver leaves

Common Name (Botanical Name)	Size	Water Demand	Notes
Arizona Rosewood (Vauquelinia californica)	8'	Low when est.	Evergreen
Australian Laurel (Pittosporum tobira)	6-15'	Low	
Autumn Sage (Salvia greggii)	2x2'	Low-mod	Water demand is dependent on sun exposure
Bird of Paradise Bush (Erythrostemon gilliesii)	4-6'	Low	Tree variant, 12' – aka Caesalpinia gilliesii
Butterfly (Fountain) Bush (Buddleja alternifolia)	8-12'	Low	Long flower clusters
Cotoneaster, Spreading (Cotoneaster)	5-6'	Low	Hardy deciduous – aka Cotoneaster divaricatus
Damianita (Chrysactinia mexicana)	2x2'	Very low	Evergreen, yellow flowers spring and fall
Dusty Miller (Artemisia stelleriana)	2-3'	Low	Evergreen shrub
Flame Honeysuckle (Anisacanthus quadrifidus)	3-4'	Low	Deciduous, orange/red flowers late summer/fall
Heavenly Bamboo (Nandina domestica)	6-8'	Low	Some water, shade
Juniper (Chinese) (Juniperus chinensis)	2-15'	Very low	Evergreen
Juniper (Savin) (Juniperus sabina)	2-4'	Very low	Evergreen

Common Name (Botanical Name)	Size	Water Demand	Notes
Photinia (Chinese) (Photinia serrulata)	6-12'	Low	Water to establish
Pyracantha (Firethorn) (Pyracantha coccinea)	6-12'	Low	Trains to fence
Rosemary (Rosemarinus officinalis)	2-6'	Very low	Needs drainage
Santolina (Santolina virens)	1-2'	Very low	Evergreen, good ground cover
Texas Sage (Leucophyllum frutescens)	3-8'	Very low	Semi-evergreen, many variations
Turpentine Bush (Ericameria laricifolia)	2-3'	Very low	Evergreen, yellow flowers in fall
Viburnum (various) (Viburnum lantana)	4-12'	Low-mod	Deciduous, partial sun
Xylosma (Xylosma congestum)	8-10'	Low	Heat tolerant

Native Trees

Common Name (Botanical Name)	Size	Water Demand	Notes
Arizona Ash (Velvet) (Fraxinus velutina)	30-40'	Mod	Riparian, aggressive root
Arizona Cypress (Cupressus arizonica)	30-40'	Very low	Evergreen, dry soils
Netleaf Hackberry	20-30'	Low	Riparian edge

Common Name (Botanical Name)	Size	Water Demand	Notes
(Celtis reticulara)			
Juniper (One-Seed) (Juniperus monosperma)	15-35'	Very low	Evergreen, dry mesas, hillsides
Juniper (Utah) (Juniperus osteosperma)	15-30'	Very low	Evergreen, one main trunk, dry areas
Mesquite (Velvet) (Prosopis velutina)	10-25'	Low	Washes, riparian edges below 4,000'
Oak (Emory or Live) (Quercus emoryi)	20-50'	Low	Evergreen, lower slopes
Oak (Gambel) (Quercus gambelii)	20-50'	Low	Deciduous, typically above 5,000'
Oak (Sonoran) (Quercus turbinella)	6-10'	Very low	Deciduous, high slopes, dry washes. Aka Shrub Live Oak, others
Willow (Desert) (Chilopsis linearis)	10-25'	Low-mod	Riparian edge, washes
Willow (Goodding) (Salix gooddingii)	30-50'	Mod	Deciduous, riparian, invasive roots
Willow (Globe) (Salix matsudana)	20-30'	Mod	Deciduous

Adaptive Trees

Common Name (Botanical Name)	Size	Water Demand	Notes
Cedar (Deodar) (Cedrus deodara)	60-80'	Very low	Evergreen, check varieties

Common Name (Botanical Name)	Size	Water Demand	Notes
Chaste Tree (Vitex agnus-castus)	3-16'	Low-mod	Purple flower
Chinaberry (Melia azedarach)	30-50'	Low	Grows in poor soil
Crabapple (Flowering) (Malus)	6-30'	Low-mod	Check available local varieties
Honeylocust (Thornless) (Gleditsia triacanthos)	35-70'	Low	Deciduous, good street trees
Little Leaf Ash (Fraxinus greggii)	8-10'	Mod	Semi-evergreen, slow, prune to tree
Locust (Idaho) (Robinia idahoensis)	30-40'	Very low	Deciduous, aggressive roots
Oak (Southern Live) (Quercus virginiana)	40'	Low	Deep rooted
Pine (Aleppo) (Pinus halepensis)	30-60'	Low	Evergreen, hardy to heat, aridity, wind
Pine (Pinion Nut) (Pinus edulis)	10-35'	Very low	Evergreen, hardy in desert mountains
Pine (Afghan) (Pinus eldarica)	30-50'	Low	Evergreen, now " Pinus brutia " – fast growing
Plum (Flowering) (Prunus varieties)	20-30'	Mod	Deciduous, requires maintenance
Raywood Ash (Fraxinus angustifolia)	60-100'	Mod	Fast growing

Cacti and Succulents

Common Name (Botanical Name)	Size	Water Demand	Notes
Century Plant (Agave parryi)	3'	Very low	Tall flower stalk
Cholla (Plateau) (Cylindropuntia whipplei)	2-4'	Very low	Long, branching sections
Claret Cup (Echinocereus triglochidiatus)	1-2'	Very low	Dense mounds of stems
Fendler Hedgehog (Echinocereus fendleri)	6"-1'	Very low	Small clumps, rocky
Prickly Pear (Desert) (Opuntia phaeacantha)	2-5'	Very low	Dry hillsides
Tonto Basin Agave (<i>Agave delamateri</i>)	2-3'	Very low	Extremely rare plant. Flower spikes may reach 20 feet.
Yucca (Banana) (Yucca baccata)	2-3'	Very low	Dense flower clusters
Yucca (Soaptree) (Yucca elata)	2-15'	Very low	Tall single trunk

Recommended Decorative Plants

Common Name (Botanical Name)	Water Demand	Notes
Desert Marigold (Baileya multiradiata)	Low	Biennial
Tufted Evening Primrose	Low	Perennial – maximum height of 4 inches

Common Name (Botanical Name)	Water Demand	Notes
(Oenothera caespitosa)		
Penstemon (Variety of species)	Low	Perennial – may reach 6 feet in height Shades range from light pink to vivid red
Angelita Daisy (Hymenoxys acaulis)	Low	
Blue Flax (Linum lewisii)	Low	
Desert Globe Mallow (Sphaeralcea ambigua)	Low	
Blue Gamma Grass (Bouteloua gracilis)	Low	Limited maintenance
Desert Lavender (Hyptis emoryi)	Low	Favored by honeybees



Staff Report

Item Number: 6.B.

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- Agenda Item:** **Chapter 11: Design Review and Site Plan Review**
Discussion only regarding Chapter 11: Design Review and Site Plan Review.
- Staff Contact:** Ruth Mayday, Assistant Town Manager/Community Development Director
- Meeting Date:** May 15, 2025
- Strategic Goal:** Not applicable.
- Background:** Review and discussion regarding Chapter 11: Design Review and Site Plan Review.
- Budget Impact:** No budget impact.
- Recommendation:** Discussion only. No recommendation.

CHAPTER 11 DESIGN REVIEW AND SITE PLAN REVIEW

Articles:

- 11-010** **Purpose and Applicability of Design Review**
- 11-020** **Application Procedure for Design Review**
- ~~**11-030** **Filing Fee for Design Review**~~
- 11-040**—~~030~~ **Review Criteria for Design Review**
- ~~**11-050**—**040** **Amendments, Expiration and Enforcement of Design Review**~~
 ~~Approval~~Expiration of Design Review Approval
- ~~**11-060** **Violations and Enforcement**~~
- 11-0750** **Design Review Decision Appeals**
- ~~**11-080** **Repealed by Ordinance #438.**~~
- 11-090**—~~060~~ **Purpose and Applicability for Site Plan Review**
- 11-100**—~~070~~ **Review and Approval Authority**
- ~~**11-110**—**080** **Site Plan Application Submission and Review**~~
 ~~Procedures~~Pre-Application Review and Site Plan Application
- ~~**11-120**—**090** **Approval Standards and Criteria for Site Plan Review**~~ Site Plan-
 ~~Submission Requirements~~
- ~~**11-130** **Approval Standards and Criteria for Site Plan Review**~~
- 11-140**—~~100~~ **Post Site Plan Approval Activities**
- 11-150**—~~110~~ **Appeals**
- 11-160**—~~120~~ **Administration and Enforcement**

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~11-170~~ — ~~Interpretation of the Code~~

~~11-180~~ — ~~Repealed by Ordinance #438.~~

~~11-190~~ — ~~Repealed by Ordinance #438.~~

Section 11-010 Purpose and Applicability of Design Review

~~(Amended by Resolution 1261 & Ordinance #310 on 5/13/08; Effective 6/13/08)~~

The purpose of design review is to review the exterior design and landscaping of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects ~~which do not include new buildings within the Town of Clarkdale~~, in order to ensure that ~~new~~ development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale.

A. This chapter shall apply to new buildings and redevelopment as defined in this chapter or the Town of Clarkdale Zoning Ordinance, except single-family dwellings and accessory uses, and shall also apply to all public buildings and facilities. Structures (other than buildings), signs, landscaping, parking areas, public facilities and enclosures will be reviewed by the Planning Commission or Historic Preservation Board if they are a part of new building development or building redevelopment.

B. The Historic Preservation Commission shall serve as design review for historic properties listed subject to the Historic Preservation Ordinance. ~~(Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code § 11-1)~~

Section 11-020 Application Procedure for Design Review

A. Applications for Design Review shall be filed with the Community Development Department.

~~(Revised by Ordinance #364. Approved 8/12/14; Effective 9/12/14)~~

~~The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.~~

1. The proposed ~~Site Plan~~Design Review Plan, ~~shall include including~~, but is not limited to, a north arrow, name and address of owner, address of property and legal description, all property lines dimensioned and marked as property lines, existing and proposed structures, and enclosures, proposed parking areas, all improvements affecting the appearances, such as walls, walks, terraces, landscaping, accessory buildings and lights.

2. Exterior elevations, drawn to scale, on one (1) or more sheets of paper with sufficient detail to show, ~~as far as they are related to exterior appearances~~, the design, the proposed materials, textures and colors.

~~3. Building material and color samples.~~

~~4. Lighting plan (can be on a separate sheet)~~

~~4. Landscaping Plan (can be on a separate sheet)~~

~~5. Any other information which the Commission~~Community Development Director may find necessary to establish compliance with this section.

B. An application for approval of demolition, partial demolition or removal of an existing building or structure shall be filed with the Community Development Director ~~along with a non-refundable fee established by resolution of Town Council, on a form prescribed by the Director~~. The application shall be accompanied by the following:

~~1. Legible photograph showing all sides of the building or structure for which the application is made.~~

~~2. Legible photograph showing the adjoining properties.~~

~~13. Site map showing the location relative to major streets.~~

~~2. A redevelopment plan for the site. Vacant land does not constitute a redevelopment plan.~~

~~3. Any other information which the Planning Commission~~Community Development Director may find necessary to establish compliance with this section.

C. An application for approval of ~~a sign~~age shall be accompanied by the following:

1. Plans to scale with sufficient detail to show the size, design, lighting, materials, textures, colors and placement of the sign.
2. If applicable, legible photograph or rendering showing the face of the building on which the sign is to be mounted or vicinity photograph for a free-standing sign.
3. Any other information which the ~~Planning Commission~~ Community Development Director ~~may find~~ deems necessary to establish compliance with this section.

D. Upon receipt of an application for Design Review, ~~the Community Development Director shall place the application to be reviewed on the agenda~~ agenda public hearing shall be scheduled at a meeting of the Planning Commission after a finding of substantive completeness by the Community Development Director, but in no instance shall the period exceed within thirty (30) business days of submitting the application. Notification of the public shall conform to that which is required for a public hearing. ~~The Community Development Director shall notify the applicant of the time and place of the meeting and shall also provide the applicant with a copy of the staff report.~~ —(Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code 5-11-2)

Section 11-030 — Filing Fee for Design Review

The application for design review shall be accompanied by a non-refundable filing fee in an amount established by resolution of the Town Council. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code 5-11-3)

Section 11-04030 Review Criteria for Design Review

A. The Planning Commission/ HPE shall review applications for non-residential design approval of new construction, alterations, additions, or renovations to existing buildings or structures and shall have the power to approve, conditionally approve, or disapprove all such requests.

The decisions will be based on the following criteria:

1. The plan for the development must reflect the natural capabilities of the site to support development. Environmentally sensitive areas must be maintained and preserved.

2. Natural drainage areas must also be preserved to the maximum extent possible. The development must include appropriate measures for protecting these resources, including, but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

3. All building, site, and roadway designs and layouts must be designed to preserve existing topography and conserve desirable natural surroundings to the fullest extent possible. Filling, excavation and earth moving activity must be kept to a minimum.

4. The site design should avoid creating a building surrounded by a parking lot. Buildings should be placed close to the street, consistent with existing, adjacent setbacks. Parking should be to the side or preferably in the back.

5. The main entrance to the building should be oriented to the street unless the parking layout or the grouping of the buildings justifies another approach, and should be clearly identified as such through building and site design, landscaping, and/or signage.

6. New buildings within an existing built environment should be compatible with the neighborhood such that they reflect the overall bulk, square footage, dimensions, placement of the building on the lot, and rhythm of buildings and spaces along the street edge and minimize the visual impact on the neighborhood.

7. When new buildings or structures are proposed in existing built environments where their scale (size) and other features may be significantly different than the existing built environment, consideration must be given to the design the new building or structure so that it is compatible with its neighbors. To encourage reduced building heights for commercial and industrial structures, the area of reduced height can be used to increase lot coverage by an equivalent amount.

8. When a proposed development is located within the viewshed of an identified view from a public street or facility, the development must be designated to minimize the encroachment of all buildings, structures, landscaping, and other site features on the identified view when possible. To encourage reduced building heights in order to protect viewsheds, the area of reduced height can be used to increase lot coverage by an equivalent amount.

9. When a proposed development is located on a hillside that is visible from a public street, road, water body, or facility, the development must be designed so that buildings,

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

structures, and other improvements do not extend above the existing ridgeline or alter the ridge profile significantly when viewed from the public streets, roads, water bodies, or facilities when possible. To encourage reduced building heights in order to protect ridgelines, the area of reduced height can be used to increase lot coverage by an equivalent amount.

10. When proposed development is located on a hillside that is visible from a public street, water body, or facility, the development must be designated so that it fits harmoniously into the visual environment when viewed by the public from public areas when possible.

11. In predominantly natural environments, site clearing must be minimized and vegetation must be retained or provided to minimize the visual intrusion of the development. In developed environments, the appearances of the new development, when viewed by the public from public areas, must be compatible with the existing visual character in terms of scale, massing, and height to the maximum extent reasonable.

12. All new construction for which site plan review is required shall also be required to submit a lighting plan with cut sheets for all fixtures for review. The lighting plan shall be developed in accordance with the requirements of Chapter 8, Lighting Requirements.

13. The development must provide for the buffering of adjacent uses where there is a transition from one (1) type of use to another use and for screening of mechanical equipment and service and storage areas. All setbacks, enclosures, walls and plantings shall comply with Chapter 9, Landscape Requirements, and Chapter 4, General Provisions.

14. Landscaping must be provided as part of site design. The landscape plan for the site must conform to Chapter 9, Landscape Requirements.

16. All new construction for which SPR is required shall also be required to submit a signage plan for review. The signage plan shall be developed in accordance with the requirements of Chapter 7, Signs, and is subject to review and approval as part of design review.

1. ~~Architectural merit: The architecture and design shall be visually compatible with the buildings, structures and places to which it is related.~~
2. ~~Proportion: The relationship of the width of the building or structure to its height shall be visually compatible with the buildings, structures and places to which it is related or shall be maintained as original whenever feasible.~~
3. ~~Openings: The relationship of the width of the windows and doors, to the height of windows and doors in the building shall be visually compatible with buildings, structures and places to which it is related.~~
4. ~~Pattern: The relationships of solids to voids in a façade of a building or structure shall be visually compatible with buildings, structures and places to which they are related.~~
5. ~~Spacing: The relationship of the building to the open space between it and the adjoining buildings shall be visually compatible to the buildings, structures and places to which it is related.~~
6. ~~Entrances, porches and projections: The height, projection, supports and relationship to streets and sidewalks, of entrances, porches, awnings, canopies and balconies of a building shall be visually compatible to the buildings, structures and places to which it is related.~~
7. ~~Material, texture and color: The materials, textures and colors of the façade of a building shall be visually compatible with the predominant materials, textures and colors used in the buildings and structures to which they are related.~~
8. ~~Roofs: The roof shape and materials of a building shall be visually compatible with the buildings to which it is related.~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~9.— Architectural details: Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.~~

~~10.— Accessory features: Garages, carports, sheds, enclosures, walkways, stairways, and landings shall be visually compatible with buildings and structures to which they are related.~~

~~11.— Landscaping: Landscaping shall be visually compatible with the landscaping around the buildings, structures and places to which it is related.~~

~~12.— Lighting: Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code § 11-4)~~

Section 11-050040 Amendments, Expiration and Enforcement of Design Review Approval

A. Approved design plans shall be amended in the same manner as initial approval.

B. Design approval automatically expires if a building permit has not been issued within three (3) years of the date of final approval for the site. The Planning Commission may grant a total of three (3) sequential one (1) year extensions of approval provided the applicant files the initial extension request within before the three (3) year period expires, immediately following the final approval. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Ordinance #428 on 12/10/24; effective 1/20/25; prior code § 11-5)

Section 11-060 — Violations and Enforcement

AC. Prior to the issuance of a building permit, the **Building Official** shall determine that the plans presented with the building permit application conform with the design approved ~~by~~ ~~through~~ the ~~(Council/ DRB/ Commission?) Board design review process~~ and that approval has not expired.

Commented [JS1]: Still use?

BD. The **Community Development Director** shall ensure that development occurs in conformance with the conditions of design approval. In the event of a violation, the ~~Building Official~~ **Community Development Director** shall notify the permittee by ~~registered or certified mail~~ ~~the most expedient means possible~~ that he/she is in violation of the conditions of design approval.

1. ~~The permittee shall submit an application and plans for an amended design within seven (7) calendar days.~~

~~2.~~ If the permittee does not comply with the conditions of design approval ~~or submit an application for an amendment~~ within ~~ten-seven (107) business~~ days after receipt of notification, ~~the building permit a Stop Work Order~~ may be ~~revoked-issued~~ and all construction activity shall cease. ~~(Prior code 5-11-6)~~

Section 11-070050 Design Review Decision Appeals

The applicant may appeal any decision with respect to design review, to the Town Council, by filing written notice of appeal and any applicable fees with the Town Clerk within fifteen (15) working days of the date of the decision. The Town Clerk shall set the date for hearing of the appeal within sixty (60) calendar days of the appeal being filed. ~~(Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code 5-11-7)~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~Section 11-080~~ Severability

~~(Repealed by Ordinance #438)~~

Section 11-09060 Purpose and Applicability for Site Plan Review

The ~~purpose of~~ site plan review ~~is. procedures are intended~~ to protect the public health and safety and promote the general welfare of the community ~~through conformance with adopted codes and ordinances~~. These processes are intended to facilitate the organization of development of commercial and industrial property ~~and residential developments subject to a unified development plan~~. They are also intended to ~~insure ensure~~ that new development and redevelopment is compatible with the surrounding ~~community environment~~, and to preserve and protect the integrity and character of the Town of Clarkdale, ~~as applicable~~.

- A. A person who has right, title, or interest in a parcel of land must obtain site plan review approval prior to commencing any of the following activities on the parcel:
1. The construction or placement of any new building or structure for a commercial or industrial use, including accessory buildings and structures, if such buildings or structures have a total area for all floors of one thousand (1,000) square feet or more.
 2. The expansion of an existing commercial or industrial building, structure, or uses including accessory buildings that increases the total floor area by one thousand (1,000) square feet or more.
 3. The conversion of an existing building in which five hundred (500) or more square feet of total floor area are converted from residential to commercial or industrial use, except in the case of home occupations.
 4. The establishment of a new commercial or industrial use even if no buildings or structures are proposed, including uses such as gravel pits, cemeteries, golf courses, and other nonstructural commercial or industrial uses. ~~The site plan review requirement shall be waived for wireless communication facilities.~~

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5. The construction or expansion of paved areas or other impervious surfaces, including walkways, access drives, and parking lots involving an area of more than ~~two-one~~ thousand ~~five hundred (21,500,000)~~ square feet.

6. Any other new, amended, modified or expanded use, including ~~residential, commercial, mixed use, or /~~industrial planned area development (PAD)~~-if so stipulated by other sections of the code.~~

7. Any new or modified public structure or facility.

B. The following activities shall not require SPR approval; however, building permits, plumbing permits, electrical permits or other State or local approvals are all applicable as required by code or ordinance:

1. The construction, alteration, or enlargement of a single-family or two (2) family dwelling, including accessory buildings and structures.

2. The placement, alteration, or enlargement of a single manufactured housing or mobile home dwelling unit, including accessory buildings and structures on individually owned lots.

3. Agricultural activities, including agricultural buildings and accessory structures incidental to the agricultural use including workers housing.

4. The establishment and modification of home occupations that do not result in changes to the site or exterior of the building. (~~Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; Revised by Ordinance #352 on 7/9/13; effective 8/9/13; Revised by Resolution #1261 on 5/13/08; effective 6/13/08; Revised by Ordinance #310 on 5/13/08; effective 6/13/08; prior code § 11-9)~~

Section 11-~~10070~~ Review and Approval Authority

The Site Plan Review Committee is established for the purpose of review and approval of site plans for all subdivisions; commercial or industrial development, subject to a unified development plan, or as deemed necessary ~~by the Development Services Director.~~

A. The following departments shall be members of the Site Plan Review Committee:

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1. ~~Development Services Director~~Community Development;
2. Public Works ~~Director~~;
3. ~~Town Engineer~~Engineering;
4. Water Resources ~~Manager~~;
5. ~~Chief of Police~~ (or his/her designee);
6. Fire ~~Chief~~ (or his/her designee);
7. Building ~~Inspector~~Permitting;
8. Flood Control.

B. Representatives from the following may be included at the discretion of the ~~Development Services~~Community Development Director:

1. School districts;
2. APS;
3. ~~Unisource~~Natural Gas Provider;
4. ADOT;
5. Others ~~As~~ determined by the ~~Development Services~~Community Development Director.
(Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; prior code § 11-10)

Section 11-~~11080~~ Pre-Application Review and Site Plan Application **Submission and Review Procedures**

A. *Preapplication Review*. A preapplication review (PAR) meeting conference is not mandatory, but strongly recommended but can be helpful to the applicant in identifying potential issues that will need to be addressed.

The purposes of the preapplication conference review ~~are~~ is to:

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1. Provide ~~the Site Plan Review Committee~~ an opportunity ~~for Town staff and agencies having jurisdiction~~ to review and comment on proposals prior to submittal ~~to ensure compatibility and conformance to adopted codes and regulations.~~
2. Discuss the development review process and required submissions with the applicant.
3. Identify issues that need to be resolved in future submissions.
4. Make the applicant aware of any ~~opportunities-requirements~~ for ~~infrastructure and utility coordination~~ng the development with community policies, programs, or facilities.
5. ~~The Department may schedule a site inspection if deemed necessary.~~
6. Applicants for preapplication conference ~~will need to should~~ provide as much information ~~indicated on Table 1 in Section 11-120 as possible, as completely~~ as possible.

B. Persons applying for site plan review will be required to submit a site plan review application ~~along with required fees and three (3) twenty-four (24) by thirty-six (36) inch printed copies and with~~ one (1) electronic submittal of the site plan, including the development plan and supporting documentation that meet the minimum submission requirements ~~set forth in Section 11-120. This material-The submittal documents~~ shall be submitted to the Community Development ~~Director~~Department, ~~which~~ shall determine ~~that if~~ the application is complete. If the application is complete, the Community Development ~~Director~~Department will ~~date stamp the materials and~~ notify the applicant that the application is administratively complete. ~~A deposit toward potential outside consultant fees incurred by the Town in the processing and review of an application shall be required per Article 3-4 of the Town Code.~~

1. If the application is determined to be incomplete, the Community Development ~~Director~~Department shall notify the applicant by ~~letter-email or surface mail~~ that the application is incomplete, and specify the additional materials required to make the application complete. ~~THE Community Development Director may also issue an additional written or electronic notice of deficiencies based on the applicant's resubmission of missing information.~~
2. After the application has been ~~deemed complete~~accepted, the Community Development Department will distribute ~~copies of~~ the site plan ~~for review~~ to the Community Development Department, Public Works and Engineering Departments, ~~Parks and Recreation Department~~, Town Manager, Fire ~~Chief~~, and Police ~~Chief~~Departments,

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

Yavapai County Flood Control, Environmental Services Departments and County Healthany other agencies having jurisdiction for substantive review and comment.

3. Site plans shall also be provided to all other affected utility companies as well as to adjoining governmental entities as required by statute. ~~Comments returned shall pertain to the agency's area of specific authority and shall contain specific requirements from these reviewing agencies.~~

4. ~~Reviewing agencies and departments. The Community Development Department may hold conduct~~ an on-site inspection of the site to review the existing conditions, field verify the information submitted and investigate the development proposal.

5. Following receipt of the comments from the various departments and agencies, the Community Development ~~Director staff~~ shall forward one (1) complete copy to the applicant via electronic communication ~~and first-class mail of the collected comments.~~

6. ~~Upon approval by the reviewing departments and agencies, the Community Development Director shall notify the applicant in writing that the site plan has been approved.~~ _

~~Applicants for site plan review shall hold a neighborhood meeting to inform the public of the proposals prior to formal submission of an application and plans.~~

~~a. Applicant shall notify all property owners within 300 feet of the subject property of the meeting by first-class mail at least fifteen (15) days prior to the meeting date. The Community Development Director may increase notification requirements at his/her discretion based on the impact of the project on the community.~~

~~b. Applicant shall post the property at least fifteen (15) days prior to the meeting date.~~

~~c. Applicant will publish a notice of the meeting including the time, date and location in a paper of general circulation at least fifteen (15) days prior to the meeting date.~~

~~C. *Establishment of Fees.* The Town Council may, from time to time and after consultation with the Community Development Department, establish the appropriate application fees following posting of the proposed schedule of fees and public hearing. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; Revised by Ordinance #364 on 8/12/14; effective 9/12/14; Revised by Resolution #1261 on 5/13/08; effective 6/13/08; Revised by Ordinance #310 on 5/13/08; effective 6/13/08; prior code § 11-11)~~

Section 11-120—Site Plan Submission Requirements

All applications for site plan review must contain the information indicated as being required in Table 1 (below).

Submittal Requirements Checklist

Table 1

		SPR	
		3 hard-	
	Pre-app		
	3 hard-		
			Required Materials:

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.			
1.		X	Fully executed and signed copy of the application and fees paid in full

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>2.</p>		<p>X</p>	<p>A copy of the deed to the property, an option to purchase the property, letter of agency, or other documentation to demonstrate right, title or interest in the property on the part of the applicant</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
3.	X	X	Legal description and boundary survey to scale

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<hr/>			
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
4.		X	The parcel #(s) and lot # on which the project is located

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
5.		X	Vicinity map showing general location of the site within the Town

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>6.</p>		<p>X</p>	<p>The name, registration number, and seal of the person who prepared the plan, if applicable</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
7.		X	Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.			
8.		X	Site photos/map from all directions at corners (standard prints)

		SPR 3 hard-	
	Pre-app 3 hard-		Required Materials:

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

9.	X		The maps or drawing must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than 500 feet to the inch for that portion of the tract of land being proposed for development. Applicant must also provide copies of all drawings submitted on 11" x 17" sheets
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		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
10.		X	Digital copy of site plan materials (using control supplied by the Town Engineer)

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		
			<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
11.		X	Location of all required building setbacks, yards, and buffers

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

12.		X	Zoning classification(s) of property and surrounding property
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		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
13.		X	The bearings and length of all property lines of the property to be developed and the source of this information

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

14.		X	Location and size of any existing utility lines and easements
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	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>15.</p>		<p>X</p>	<p>Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
16.		X	The location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the site

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
<p>17.</p>		<p>X</p>	<p>Location of intersecting roads or driveways within 200 feet of the site</p>

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>18.</p>		<p>X</p>	<p>Location and dimensions of any existing easements and copies of codes covenants or deed restrictions</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
19.		X	The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.			
20.		X	The location of open drainageways

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

21.		X	The direction of existing surface water drainage across the site
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		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
22.		X	The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>23.</p>		<p>X</p>	<p>A grading and drainage plan that includes existing contours, proposed contours, drainage channels and directions of flow, as well as stormwater calculations, erosion and sedimentation control measures and water quality, see Town Code Article <u>7-11</u></p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
24.		X	A traffic statement that includes an estimate of the peak hour and daily traffic to be generated by the project

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>		
25.		X	The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off site

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
26.		X	The location, dimensions and elevations of all existing buildings, proposed buildings and building expansion on the site

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
27.		X	<p>The location, front view, dimensions, and lighting of existing signs and proposed signs</p>

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
28.		X	A utility plan including estimated demand for water supply and sewage disposal together with the location and dimensions of all provisions for water supply and wastewater disposal

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
29.		X	<p>Provisions for handling all solid wastes, including hazardous and special wastes and the location and proposed screening of any on-site collection or storage facilities</p>

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
30.		X	Proposed landscaping and buffering plan including irrigation plan

		SPR	
		3 hard-	
	Pre-app		
	3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
31.		X	Include the percentage of total landscaping for the project

(Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; prior code § 11-12)

Section 11-130090 Approval Standards and Criteria for Site Plan Review

The following criteria shall be used by the Site Plan Review Committee in reviewing Site Plan Review applications ~~for Site Plan Review Committee~~ and shall serve as minimum requirements for approval of the application. The application shall be approved unless the Site Plan Review Committee determines that the applicant has failed to meet minimum acceptable standards. In all instances, the burden of proof shall be on the applicant who must produce evidence sufficient to warrant a finding that all applicable criteria have been met.

A. Utilization of the Site Conformance with Development Standards.

~~1. Utilization of the Site. The plan for the development must reflect the natural capabilities of the site to support development. Environmentally sensitive areas must be maintained and preserved.~~ All Site Plans must conform to the development standards set forth for the zoning district(s) assigned to the subject property. Uses shall conform to those identified as Permitted Uses, or have been granted a Conditional Use Permit.

2. Uses must conform to the General Plan Designation assigned to the subject property.

3. The applicant may choose to transfer density or intensity of the proposed use from unbuildable wash areas into areas more developable. 4. To encourage lower building heights, applicants may transfer the area of floors not used to increase lot coverage.

4. They shall enforce all of the requirements as set forth previously by the Development Review Board preliminary development review.

5. The proposal shall adequately and safely provide for vehicular and pedestrian ingress and egress of that excessive traffic congestion will not be created.

6. Proposed lighting shall be so arranged as to not shine upon or reflect onto adjoining properties and proposed signs and their lighting shall be of such size, location and color as to not interfere with traffic or limit visibility of adjoining property.

Commented [JS2]: Compliance with zoning code, Public safety and health, landscape plan, circulation, typically all can review.

Commented [JS3]: A lot of this is not really the standard site plan review criteria such as: setbacks, G&D, traffic, parking and etc.

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

7. Adequate provision shall be made to protect adjoining properties and structures from excessive and unreasonable noise, vibrations, gases, odors and other factors which will interfere with the use and enjoyment of surrounding properties.

8. The proposal shall not be detrimental to or endanger the public peace, health, safety or general welfare of the surrounding properties, or unreasonably interfere with the use or enjoyment of property in the vicinity by occupants thereof for lawful purposes.

9. The required landscaping shall be provided and maintained in an attractive manner and live condition.

10. The drainage report and plan must meet the minimum requirements of Yavapai County Flood Control and not create an adverse effect on adjacent properties.

11. The construction plans meet all codes and regulations adopted by the Town of Clarkdale.

~~2. Natural drainage areas must also be preserved to the maximum extent. However, when requested, the applicant may choose to transfer density or intensity of the proposed use from these wash areas into areas more developable. The development must include appropriate measures for protecting these resources, including, but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.~~

~~3. *Building Placement.* The site design should avoid creating a building surrounded by a parking lot. Buildings should be placed close to the street, consistent with existing, adjacent setbacks. Parking should be to the side or preferably in the back.~~

~~4. *Building Entrances.* The main entrance to the building should be oriented to the street unless the parking layout or the grouping of the buildings justifies another approach, and should be clearly identified as such through building and site design, landscaping, and/or signage.~~

~~5. *Building Orientation.* New buildings within an existing built environment should be compatible with the neighborhood such that they reflect the overall bulk, square footage, dimensions, placement of the building on the lot, and rhythm of buildings and spaces along the street edge and minimize the visual impact on the neighborhood.~~

6. *Building Scale.* When large new buildings or structures are proposed in existing built environments where their scale (size) and other features may be significantly different from that which already exists in the immediate neighborhood, care must be taken to design the new building or structure so that it is compatible with its neighbors.

7. *View Protection.* When a proposed development is located within the viewshed of an identified view from a public street or facility, the development must be designed to minimize the encroachment of all buildings, structures, landscaping, and other site features on the identified view.

8. *Ridgeline Protection.* When a proposed development is located on a hillside that is visible from a public street, road, water body, or facility, the development must be designed so that buildings, structures, and other improvements do not extend above the existing ridgeline or alter the ridge profile significantly when viewed from the public streets, roads, water bodies, or facilities. This provision may be waived for communication towers, spotting towers, and similar facilities that must be located above the ridgeline for operational reasons.

9. *Hillside Development.* When proposed development is located on a hillside that is visible from a public street, water body, or facility, the development must be designed so that it fits harmoniously into the visual environment when viewed by the public from public areas.

10. In predominantly natural environments, site clearing must be minimized and vegetation must be retained or provided to minimize the visual intrusion of the development. In developed environments, the appearances of the new development, when viewed by the public from public areas, must be compatible with the existing visual character in terms of scale, massing, and height to the maximum extent reasonable.

B. *Parking Layout and Design and Site Access.* Off-street parking must conform to the standards set forth in Chapter 4, General Provisions, Sections 4-120, Off-Street Parking and Loading, and 4-121, Traffic and Pedestrian Access. Site access must conform to the Engineering Standards as set forth in Chapter 11 or 16 of the Town Code.

C. *Stormwater Management and Circulation.* Adequate provisions must be made for the collection and disposal of all stormwater that runs off proposed streets, parking areas, roofs, and other surfaces through a stormwater drainage system and maintenance plan, which must not have adverse impacts on abutting or downstream properties.

1. The Town Engineer shall determine whether a Traffic Impact Analysis (TIA) is warranted based on projected impact of the development to adjacent streets and the Town Circulation system. At minimum, a Traffic Impact Letter (TIL) stamped by an Arizona Registrant shall be submitted.
2. Developer shall be responsible for the installation of any required offsite traffic enhancements identified by the Town Engineer in addition to onsite improvements.
3. Improvements shall conform to the Town's adopted engineering standards/MAG Standards.
4. Improvements shall also conform to the Town's Trails Master Plan and park requirements. To the extent possible, the plan must retain stormwater on the site using the natural features of the site.
2. ~~The flow from the site after development must not exceed the predevelopment rate.~~
3. ~~The applicant must demonstrate that on- and off-site downstream channel or system capacity is sufficient to carry the flow without adverse effects, including but not limited to flooding and erosion of downstream or adjoining properties, or the developer will be responsible for whatever improvements are needed to provide the required increase in capacity and/or mitigation.~~
4. ~~All natural drainage ways must be preserved at their natural gradients and must not be filled or converted to a closed system unless approved as part of the SPR.~~
5. ~~The design of the stormwater drainage system must provide for the disposal of stormwater without damage to streets, adjacent properties, downstream properties, soils, and vegetation.~~
6. ~~The design of the storm drainage systems must be fully cognizant of upstream runoff that must pass over or through the site to be developed and provide for this movement.~~
7. ~~The biological and chemical properties of the receiving waters must not be degraded by the stormwater runoff from the development site. The use of oil and grease traps in manholes, the use of on-site vegetated waterways, and vegetated buffer strips along waterways and drainage swales may be required, especially where the development stormwater discharges into a gravel aquifer area or other water supply source.~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

D. ~~Erosion-Grading and Drainage Control.~~

1. ~~The following are required and must be stamped by an Arizona Registrant:~~

~~1. A Drainage Report addressing drainage and erosion concerns and stormwater management.~~

~~2. Cut/Fill plan~~

~~3. Stormwater Protection Plan (SWPP)~~

~~All building, site, and roadway designs and layouts must be designed to preserve-harmonize with existing topography and conserve desirable-natural surroundings to the fullest extent possible, such that filling, excavation and earth moving activity must be kept to a minimum. Parking lots on sloped sites must be terraced to avoid undue cut and fill and prevent erosion, and/or the need for retaining walls. Natural vegetation must be preserved and protected wherever possible. Drainage studies shall be required where existing erosion, runoff or drainage concerns already exist.~~

~~24. – Natural drainage areas must also be preserved to the maximum extent.~~

~~a. The applicant may choose to transfer density or intensity of the proposed use from these wash areas into developable areas.~~

~~b. The development must include appropriate measures for protecting these resources, including, but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.~~

~~Soil erosion and sedimentation of watercourses and water bodies must be minimized by the development of a sedimentation and erosion control plan that is submitted as part of the SPR package.~~

E. ~~Water Supply Provisions.~~

~~1. The development must be provided with a system of water supply that provides each use with an adequate supply of water and shall connect to the Town's water supply in strict compliance with ADEQ and ADWR regulations Engineering Code Chapter 11 Town Code.~~

~~2. If the project is to be served by a private water supply, the applicant must secure and submit a written statement from the supplier that the proposed water supply system~~

~~conforms with its design and construction standards, will not result in an undue burden on the source or distribution system, and~~

- 2. Conforms with the Town design and construction standards.
- 3. Will be required to construct all necessary facilities necessary to ensure adequate water supply within Town water service area and dedicate to Town upon inspection and approval. Warranted work for two (2) years is required on dedicated systems.
- 4. The water system shall will be installed in a manner adequate to provide needed domestic and fire protection flows.
- 5. All utility improvements must extend across the full frontage of the subject property.

F. *Sewage Disposal Provisions.*

- 1. The development must be provided with a method of disposing of sewage that is in compliance with the ~~State Plumbing and Health Codes~~. ADEQ Requirements and other adopted codes.
- 2. All sanitary sewage from new or expanded uses must be discharged into a public sewage collection and treatment system when such facilities are currently available or can reasonably be made available at the ~~lot line~~ property boundary and ~~have ensure public systems have~~ adequate capacity to handle the projected waste generation. Notice of intent to discharge a sewer collection system.
 - a. It is mandatory that when a public sewer becomes available ~~within 300 feet of any directly abutting the~~ property served by a private sewage disposal system, a direct connection shall be made to the public sewer in accordance with the provisions of Chapter ~~1644, Engineering Standards~~ of the Town Code.
 - b. Utility improvements shall be extended across the full frontage of the subject property by the developer.

Connections are mandatory when any one (1) of the conditions stipulated in Chapter ~~11 of the Town Code~~ Engineering Standards, of the Town Code applies after the date specified for that condition. Refer to Chapter 11 Wastewater or 16 Engineering Standards of the Town Code.

Commented [JS4]: Make sure if its 16 or 11

Commented [JS5]: 16 or 11

The Clarksdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~This requirement may be waived if the use is already served by a properly functioning subsurface disposal system that is properly sized for the projected flows; provided, that connection to the public system must occur if and when the subsurface system needs to be replaced.~~

~~b.c.~~ If the public system cannot serve or be extended to serve a new or expanded use, the sewage must be disposed of by an on-site sewage disposal system meeting the requirements of the Subsurface Wastewater Disposal Rules, Yavapai County Environmental Services, or provide Notice to Serve from an adjacent municipality.

~~ed.~~ When two (2) or more lots or buildings in different ownership share the use of a common subsurface disposal system, the system must be owned and maintained in common by an owners' association. Covenants in the deeds for each lot must require mandatory membership in the association and provide for adequate funding of the association to assure proper maintenance of the system.

Commented [JS6]: Should it be higher like 3 or 4?

~~de.~~ Industrial or commercial wastewater may be discharged to public sewers in such quantities and/or of such quality as to be compatible with sewage treatment operations. Such wastes may require pretreatment at the industrial or commercial site in order to render them amenable to public treatment processes. Pretreatment includes, but is not limited to, screening, grinding, sedimentation, pH adjustment, surface skimming, chemical oxidation and reduction and dilution.

G. ~~Utilities.~~ The development must be provided with electrical service and other private utility, telephone, and telecommunication services adequate to meet the anticipated-projected use of the project. New utility lines/equipment and facilities must be screened from public view to the extent feasible. If the service in the street or on adjoining lots is underground, the new service must be placed underground.

Commented [JS7]: Always?

H. ~~Natural Features.~~ The site shall be landscaped in compliance with the requirements of the Chapter 9, Landscape Design Standards Requirements.

~~I. Groundwater Protection.~~ The proposed site development and use must not adversely impact either the quality or quantity of groundwater available to abutting properties or to public water supply systems.

~~Applicants whose projects involve on-site water supply or sewage disposal systems with a capacity of two thousand (2,000) gallons per day or greater must demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the State of Arizona.~~

~~J. *Water Quality Protection.* All aspects of the project must be designed so that:~~

~~1. No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxiousness, toxicity, or temperature that may run off, seep, percolate, or wash into surface or groundwater so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or unsightliness or be harmful to human, animal, plant, or aquatic life.~~

~~21. All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials must meet the standards of the Arizona Department of Environmental Quality (ADEQ) and the State Fire Marshal's Office the Town Fire Department approval.~~

~~32. If the project is located within the direct watershed of a "body of water most at risk from development" or a "sensitive or threatened region or watershed" as identified by the Arizona Department Environmental Quality (ADEQ), and is of such magnitude as to require a stormwater permit from the ADEQ, the project must comply with the standards of the ADEQ with respect to the export of total suspended solids and/or phosphorous. Yavapai County Flood Control shall manage.~~

~~43. If the project does not require a stormwater permit from ~~the~~ ADEQ, it must be designed to minimize the export of phosphorous from the site to the extent reasonable with the proposed use and the characteristics of the site.~~

~~KJ. *Solid Waste Management.* The proposed development must provide for adequate disposal of solid wastes. All solid waste must be disposed of at a licensed disposal facility having adequate capacity to accept the project's wastes or through the Town's designated trash service.~~

~~LK. *Historic and Archaeological Resources.* If any portion of the site has been identified as containing historic or archaeological resources, the development must include appropriate measures for protecting these resources, including, but not limited to, modification of the~~

Commented [JS8]: Need Updating a bit????
Was this updated by the state recently??? Is it still necessary?

~~proposed design of the site, timing of construction, and limiting the extent of excavation. ___
Should Historic and/or Archaeological resources be discovered during the construction process,
all work must halt and the proper authorities must be notified immediately.~~

ML. *Flood Plain Management.* If any portion of the site is located within a special flood hazard area as identified by the Federal Emergency Management Agency, all use and development of that portion of the site must be consistent with the Town's flood plain management provisions.

NM. *Exterior Lighting.* All new construction for which site plan review is required shall also be required to submit a **comprehensive** lighting plan for review. The lighting plan shall be developed in accordance with the requirements of Chapter [8](#).

ON. *Buffering.* The development must provide for the buffering of adjacent uses where there is a transition from one (1) type of use to another use and for screening of mechanical equipment and service and storage areas. All setbacks, enclosures, walls and plantings shall comply with Chapters [9](#), Landscape Design Standards, and [4](#), General Provisions, Section [4-080](#), Fence Height.

PO. *Landscaping.* Landscaping must be provided as part of site design. The landscape plan for the entire site must conform to Chapter [9](#).

PQ. ~~*Business Signages.* All new construction for which SPR is required shall also be required to submit a **comprehensive** sign plan for review. The sign plan shall be developed in accordance with the requirements the Town of Clarkdale Sign Code and is subject to review and approval as part of design review. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Resolution #14621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; Revised by Resolution #1432 on 7/10/13; effective 8/10/13; Revised by Ordinance #351 on 7/10/13; effective 8/10/13; prior code 5-11-13)~~

Commented [JS9]: Comprehensive sign plans are for deviations requests.

Section 11-140100 Post Site Plan Approval Activities

A. ~~*Incorporation of Approved Plan.* One (1)^A copy of the approved site plan must be included with the application for the building permit for the project and all construction activities must~~

conform to the approved plan, including any conditions of approval and minor changes approved by the Community Development Director to address field conditions.

B. *Improvement Guarantees.*

1. ~~Application-Improvement Guarantee Requirement~~

a. ~~Improvement Guarantee-~~The Town Council may require the posting of an improvement guarantee in such amount and form as specified ~~in subsection 2~~ below as is ~~reasonably~~ necessary to ensure the proper installation of all ~~off-site~~ improvements required as conditions of approval. ~~The nature and duration of the guarantee shall be structured to achieve this goal without adding unnecessary costs to the applicant.~~

b. Upon substantial completion of all required improvements ~~by the developer~~, the developer must notify the Town ~~Council~~ of the completion or substantial completion of ~~the off-site~~ improvements, and must send a copy of such notice to the appropriate ~~municipal officials~~ ~~Town departments~~. The ~~respective municipal officials~~ ~~Town~~ shall inspect all improvements and shall file a report indicating either approval, partial approval, or rejection of such improvements with a statement of reasons for any rejection.

~~c. The Town Council shall either approve, partially approve, or reject the improvements on the basis of the report of the municipal officials.~~

~~d.~~ If the improvements are approved, the guarantee shall be released. Where partial approval is granted, the developer shall be released from liability only for that portion of the improvements approved.

2. ~~Form of Guarantee-~~Performance guarantees may be provided by a variety of means including, but not limited to, the following which must be approved as to form and enforceability by the Town Attorney.

a. ~~Security Bond-~~The applicant may obtain a security bond from a surety bonding company authorized to do business in the state.

b. ~~Letter of Credit-~~The applicant may provide an irrevocable letter of credit from a bank or other reputable lending institution.

~~The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.~~

c. Escrow Account-The applicant may deposit cash, or other instruments readily convertible into cash at face value, either with the Town, or in escrow with a bank. Any such account must require Town approval for withdrawal and must stipulate that the Town can withdraw the money upon forty-eight (48) hour advance notice to the applicant to complete the guaranteed improvements.

d. Letter from the financial institution providing funding for the project, indicating commitment to the completion of the project.

Commented [JS10]: Is the Town still ok with these forms of guarantee?

C. *Submission of As-Built Plans.* Any project subject to Site Plan Review must provide the Community Development Director with an electronic set and 1 printed set of construction plans showing the building(s) and site improvements as actually constructed on the site. These "as-built" plans must be submitted within thirty (30) calendar days of the issuance of a certificate of occupancy for the project or occupancy of the building.

~~D. *Submission of Digital Copies of As-Built.* Where the applicant or their engineers utilize computer-aided drafting (CAD) programs to develop the site plan, digital drawing files of the as-builts shall be submitted to the Community Development Director along with printed drawings.~~

~~ED. *Minor Changes to Approved Plans.* Minor changes in to approved plans necessary to address field conditions may be administratively approved by the Community Development Director provided that any such change does not affect compliance with the standards or alter the essential nature of the proposalproject.~~

Commented [JS11]: What is determined to be minor vs major and how?

~~FE. *Updates/Phased Site Plans.* If all phases are not approved at site plan review, then each phase must be approved individually throughby the site plan committee review process prior to issuance of a building permit. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Ordinance #428 on 12/10/24; effective 1/20/25; prior code § 11-14)~~

Section 11-150110 Appeals

Appeal of any actions taken by the Town Council with respect to this section shall be to the Board of Adjustments. Pursuant to A.R.S. Section 9-462.06, any appeal taken with respect to this Section shall be in accordance with the provisions of said statute. (Prior code § 11-15)

Commented [JS12]: Still use as determinant?

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

Section 11-~~160~~120 Administration and Enforcement

A. This chapter shall be administered and enforced by the Community Development Director.

1. If the Community Development Director or his/her agent shall find that any provision of this chapter is being violated, he/she shall notify in writing the person responsible for such violation, ~~indicating the nature of the violation~~ and ordering the ~~develop~~action necessary to correct it.

2. ~~He/she shall order~~The discontinuance of illegal use of buildings, structures, additions, or work being done ~~shall be ordered~~, or ~~shall take~~ any other action authorized by this chapter ~~and Town Code shall be taken~~ to ensure compliance with or to prevent violation of its provisions.

B. The Community Development Director is hereby authorized to institute or cause to be instituted, in the name of the Town, any and all actions, legal or equitable, that may be appropriate or necessary for the enforcement of this chapter; ~~provided, however, that this section shall not prevent any person entitled to equitable relief from enjoining any act contrary to the provisions of this chapter.~~

The Town Council, or their authorized agent, are hereby authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Code and recovering fines without court action.

Such agreements shall not allow an illegal structure or use to continue unless there is clear and convincing evidence that the illegal structure or use was constructed or conducted as a direct result of erroneous advice given by an authorized municipal official and there is no evidence that the owner acted in bad faith, or unless the removal of the structure or use will result in a threat or hazard to public health and safety or will result in substantial environmental damage.

~~(Prior code § 11-16)~~

Section 11-170— Interpretation of the Code

~~The Community Development Director shall be responsible for administering the provisions of this chapter including interpreting the provisions hereof.~~

~~Any person who believes that the Community Development Director has made an error in the interpretation or application of the provisions of this chapter, may appeal such determination to the Board of Adjustment as an administrative appeal. If the Board finds that the Community Development Director erred in his/her interpretation of the chapter, it shall modify or reverse the action accordingly. (Prior code § 11-17)~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~Section 11-180— Amendments to the Code~~

~~(Repealed by Ordinance #438)~~

~~Section 11-190— Severability~~

~~(Repealed by Ordinance #438)~~

~~The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.~~

~~Disclaimer: The Town Clerk has the official version of the Clarkdale Zoning Code. Users should contact the Town Clerk for ordinances passed subsequent to the ordinance cited above.~~

~~Town Website: www.clarkdale.az.gov~~

~~Town Telephone: (928) 639-2400~~

~~Hosted by General Code.~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

CHAPTER 11 DESIGN REVIEW AND SITE PLAN REVIEW

Articles:

- 11-010 Purpose and Applicability of Design Review
- 11-020 Application Procedure for Design Review
- ~~11-030 Filing Fee for Design Review~~
- 11-040 ~~030~~ Review Criteria for Design Review
- 11-050 ~~040~~ Amendments, Expiration and Enforcement of Design Review
Approval Expiration of Design Review Approval
- 11-060 ~~Violations and Enforcement~~
- 11-0750 Design Review Decision Appeals
- ~~11-080 Repealed by Ordinance #438.~~
- 11-090 ~~060~~ Purpose and Applicability for Site Plan Review
- 11-100 ~~070~~ Review and Approval Authority
- 11-110 ~~080~~ Site Plan Application Submission and Review
Procedures Pre-Application Review and Site Plan Application
- 11-120 ~~090~~ Approval Standards and Criteria for Site Plan Review Site Plan
Submission Requirements
- ~~11-130 Approval Standards and Criteria for Site Plan Review~~
- 11-140 ~~100~~ Post Site Plan Approval Activities
- 11-150 ~~110~~ Appeals
- 11-160 ~~120~~ Administration and Enforcement

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~11-170~~ — ~~Interpretation of the Code~~

~~11-180~~ — ~~Repealed by Ordinance #438.~~

~~11-190~~ — ~~Repealed by Ordinance #438.~~

Section 11-010 Purpose and Applicability of Design Review

~~(Amended by Resolution 1261 & Ordinance #310 on 5/13/08; Effective 6/13/08)~~

The purpose of design review is to review the exterior design and landscaping of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects ~~which do not include new buildings within the Town of Clarkdale~~, in order to ensure that ~~new~~ development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale.

A. This chapter shall apply to new buildings and redevelopment as defined in this chapter or the Town of Clarkdale Zoning Ordinance, except single-family dwellings and accessory uses, and shall also apply to all public buildings and facilities. Structures (other than buildings), signs, landscaping, parking areas, public facilities and enclosures will be reviewed by the Planning Commission or Historic Preservation Board if they are a part of new building development or building redevelopment.

B. The Historic Preservation Commission shall serve as design review for historic properties listed subject to the Historic Preservation Ordinance. ~~(Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code § 11-1)~~

Section 11-020 Application Procedure for Design Review

A. Applications for Design Review shall be filed with the Community Development Department.

~~(Revised by Ordinance #364. Approved 8/12/14; Effective 9/12/14)~~

~~The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.~~

1. The proposed ~~Site Plan~~Design Review Plan, ~~shall include including~~, but is not limited to, a north arrow, name and address of owner, address of property and legal description, all property lines dimensioned and marked as property lines, existing and proposed structures, and enclosures, proposed parking areas, all improvements affecting the appearances, such as walls, walks, terraces, landscaping, accessory buildings and lights.

2. Exterior elevations, drawn to scale, on one (1) or more sheets of paper with sufficient detail to show, ~~as far as they are related to exterior appearances~~, the design, the proposed materials, textures and colors.

~~3. Building material and color samples.~~

~~4. Lighting plan (can be on a separate sheet)~~

~~4. Landscaping Plan (can be on a separate sheet)~~

~~5. Any other information which the Commission~~Community Development Director may find necessary to establish compliance with this section.

B. An application for approval of demolition, partial demolition or removal of an existing building or structure shall be filed with the Community Development Director ~~along with a non-refundable fee established by resolution of Town Council, on a form prescribed by the Director~~. The application shall be accompanied by the following:

~~1. Legible photograph showing all sides of the building or structure for which the application is made.~~

~~2. Legible photograph showing the adjoining properties.~~

~~13. Site map showing the location relative to major streets.~~

~~2. A redevelopment plan for the site. Vacant land does not constitute a redevelopment plan.~~

~~3. Any other information which the Planning Commission~~Community Development Director may find necessary to establish compliance with this section.

C. An application for approval of ~~a sign~~age shall be accompanied by the following:

1. Plans to scale with sufficient detail to show the size, design, lighting, materials, textures, colors and placement of the sign.
2. If applicable, legible photograph or rendering showing the face of the building on which the sign is to be mounted or vicinity photograph for a free-standing sign.
3. Any other information which the ~~Planning Commission~~ Community Development Director may find deems necessary to establish compliance with this section.

D. Upon receipt of an application for Design Review, ~~the Community Development Director shall place the application to be reviewed on the agenda~~ agenda public hearing shall be scheduled at a meeting of the Planning Commission after a finding of substantive completeness by the Community Development Director, but in no instance shall the period exceed within thirty (30) business days of submitting the application. Notification of the public shall conform to that which is required for a public hearing. ~~The Community Development Director shall notify the applicant of the time and place of the meeting and shall also provide the applicant with a copy of the staff report.~~ —(Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code 5-11-2)

Section 11-030 — Filing Fee for Design Review

The application for design review shall be accompanied by a non-refundable filing fee in an amount established by resolution of the Town Council. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code 5-11-3)

Section 11-04030 Review Criteria for Design Review

A. The Planning Commission/ HPE shall review applications for non-residential design approval of new construction, alterations, additions, or renovations to existing buildings or structures and shall have the power to approve, conditionally approve, or disapprove all such requests.

The decisions will be based on the following criteria:

1. The plan for the development must reflect the natural capabilities of the site to support development. Environmentally sensitive areas must be maintained and preserved.

2. Natural drainage areas must also be preserved to the maximum extent possible. The development must include appropriate measures for protecting these resources, including, but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.

3. All building, site, and roadway designs and layouts must be designed to preserve existing topography and conserve desirable natural surroundings to the fullest extent possible. Filling, excavation and earth moving activity must be kept to a minimum.

4. The site design should avoid creating a building surrounded by a parking lot. Buildings should be placed close to the street, consistent with existing, adjacent setbacks. Parking should be to the side or preferably in the back.

5. The main entrance to the building should be oriented to the street unless the parking layout or the grouping of the buildings justifies another approach, and should be clearly identified as such through building and site design, landscaping, and/or signage.

6. New buildings within an existing built environment should be compatible with the neighborhood such that they reflect the overall bulk, square footage, dimensions, placement of the building on the lot, and rhythm of buildings and spaces along the street edge and minimize the visual impact on the neighborhood.

7. When new buildings or structures are proposed in existing built environments where their scale (size) and other features may be significantly different than the existing built environment, consideration must be given to the design the new building or structure so that it is compatible with its neighbors. To encourage reduced building heights for commercial and industrial structures, the area of reduced height can be used to increase lot coverage by an equivalent amount.

8. When a proposed development is located within the viewshed of an identified view from a public street or facility, the development must be designated to minimize the encroachment of all buildings, structures, landscaping, and other site features on the identified view when possible. To encourage reduced building heights in order to protect viewsheds, the area of reduced height can be used to increase lot coverage by an equivalent amount.

9. When a proposed development is located on a hillside that is visible from a public street, road, water body, or facility, the development must be designed so that buildings,

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

structures, and other improvements do not extend above the existing ridgeline or alter the ridge profile significantly when viewed from the public streets, roads, water bodies, or facilities when possible. To encourage reduced building heights in order to protect ridgelines, the area of reduced height can be used to increase lot coverage by an equivalent amount.

10. When proposed development is located on a hillside that is visible from a public street, water body, or facility, the development must be designated so that it fits harmoniously into the visual environment when viewed by the public from public areas when possible.

11. In predominantly natural environments, site clearing must be minimized and vegetation must be retained or provided to minimize the visual intrusion of the development. In developed environments, the appearances of the new development, when viewed by the public from public areas, must be compatible with the existing visual character in terms of scale, massing, and height to the maximum extent reasonable.

12. All new construction for which site plan review is required shall also be required to submit a lighting plan with cut sheets for all fixtures for review. The lighting plan shall be developed in accordance with the requirements of Chapter 8, Lighting Requirements.

13. The development must provide for the buffering of adjacent uses where there is a transition from one (1) type of use to another use and for screening of mechanical equipment and service and storage areas. All setbacks, enclosures, walls and plantings shall comply with Chapter 9, Landscape Requirements, and Chapter 4, General Provisions.

14. Landscaping must be provided as part of site design. The landscape plan for the site must conform to Chapter 9, Landscape Requirements.

16. All new construction for which SPR is required shall also be required to submit a signage plan for review. The signage plan shall be developed in accordance with the requirements of Chapter 7, Signs, and is subject to review and approval as part of design review.

1. ~~Architectural merit: The architecture and design shall be visually compatible with the buildings, structures and places to which it is related.~~
2. ~~Proportion: The relationship of the width of the building or structure to its height shall be visually compatible with the buildings, structures and places to which it is related or shall be maintained as original whenever feasible.~~
3. ~~Openings: The relationship of the width of the windows and doors, to the height of windows and doors in the building shall be visually compatible with buildings, structures and places to which it is related.~~
4. ~~Pattern: The relationships of solids to voids in a façade of a building or structure shall be visually compatible with buildings, structures and places to which they are related.~~
5. ~~Spacing: The relationship of the building to the open space between it and the adjoining buildings shall be visually compatible to the buildings, structures and places to which it is related.~~
6. ~~Entrances, porches and projections: The height, projection, supports and relationship to streets and sidewalks, of entrances, porches, awnings, canopies and balconies of a building shall be visually compatible to the buildings, structures and places to which it is related.~~
7. ~~Material, texture and color: The materials, textures and colors of the façade of a building shall be visually compatible with the predominant materials, textures and colors used in the buildings and structures to which they are related.~~
8. ~~Roofs: The roof shape and materials of a building shall be visually compatible with the buildings to which it is related.~~

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~~9.— Architectural details: Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.~~

~~10.— Accessory features: Garages, carports, sheds, enclosures, walkways, stairways, and landings shall be visually compatible with buildings and structures to which they are related.~~

~~11.— Landscaping: Landscaping shall be visually compatible with the landscaping around the buildings, structures and places to which it is related.~~

~~12.— Lighting: Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code § 11-4)~~

Section 11-050040 Amendments, Expiration and Enforcement of Design Review Approval

A. Approved design plans shall be amended in the same manner as initial approval.

B. Design approval automatically expires if a building permit has not been issued within three (3) years of the date of final approval for the site. The Planning Commission may grant a total of three (3) sequential one (1) year extensions of approval provided the applicant files the initial extension request within before the three (3) year period expires, immediately following the final approval. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Ordinance #428 on 12/10/24; effective 1/20/25; prior code § 11-5)

Section 11-060 — Violations and Enforcement

AC. Prior to the issuance of a building permit, the **Building Official** shall determine that the plans presented with the building permit application conform with the design approved ~~by~~ ~~through~~ the ~~(Council/ DRB/ Commission?) Board~~ ~~design review process~~ and that approval has not expired.

Commented [JS1]: Still use?

BD. The **Community Development Director** shall ensure that development occurs in conformance with the conditions of design approval. In the event of a violation, the **Building Official** ~~Community Development Director~~ shall notify the permittee by ~~registered or certified mail~~ ~~the most expedient means possible~~ that he/she is in violation of the conditions of design approval.

1. ~~The permittee shall submit an application and plans for an amended design within seven (7) calendar days.~~

~~2.~~ If the permittee does not comply with the conditions of design approval ~~or submit an application for an amendment~~ within ~~ten-seven (107) business~~ days after receipt of notification, ~~the building permit a Stop Work Order~~ may be ~~revoked-issued~~ and all construction activity shall cease. ~~(Prior code § 11-6)~~

Section 11-070050 Design Review Decision Appeals

The applicant may appeal any decision with respect to design review, to the Town Council, by filing written notice of appeal and any applicable fees with the Town Clerk within fifteen (15) working days of the date of the decision. The Town Clerk shall set the date for hearing of the appeal within sixty (60) calendar days of the appeal being filed. ~~(Revised by Ordinance #438 on 12/10/24; effective 1/10/25; prior code § 11-7)~~

~~Section 11-080~~ Severability

~~(Repealed by Ordinance #438)~~

Section 11-09060 Purpose and Applicability for Site Plan Review

The ~~purpose of~~ site plan review ~~is procedures are intended~~ to protect the public health and safety and promote the general welfare of the community ~~through conformance with adopted codes and ordinances~~. These processes are intended to facilitate the organization of development of commercial and industrial property ~~and residential developments subject to a unified development plan~~. They are also intended to ~~insure ensure~~ that new development and redevelopment is compatible with the surrounding ~~community environment~~, and to preserve and protect the integrity and character of the Town of Clarkdale, ~~as applicable~~.

- A. A person who has right, title, or interest in a parcel of land must obtain site plan review approval prior to commencing any of the following activities on the parcel:
1. The construction or placement of any new building or structure for a commercial or industrial use, including accessory buildings and structures, if such buildings or structures have a total area for all floors of one thousand (1,000) square feet or more.
 2. The expansion of an existing commercial or industrial building, structure, or uses including accessory buildings that increases the total floor area by one thousand (1,000) square feet or more.
 3. The conversion of an existing building in which five hundred (500) or more square feet of total floor area are converted from residential to commercial or industrial use, except in the case of home occupations.
 4. The establishment of a new commercial or industrial use even if no buildings or structures are proposed, including uses such as gravel pits, cemeteries, golf courses, and other nonstructural commercial or industrial uses. ~~The site plan review requirement shall be waived for wireless communication facilities.~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

5. The construction or expansion of paved areas or other impervious surfaces, including walkways, access drives, and parking lots involving an area of more than ~~two-one thousand five hundred (21,500,000)~~ square feet.

6. Any other new, amended, modified or expanded use, including ~~residential, commercial, mixed use, or /~~industrial planned area development (PAD)~~-if so stipulated by other sections of the code.~~

7. Any new or modified public structure or facility.

B. The following activities shall not require SPR approval; however, building permits, plumbing permits, electrical permits or other State or local approvals are all applicable as required by code or ordinance:

1. The construction, alteration, or enlargement of a single-family or two (2) family dwelling, including accessory buildings and structures.

2. The placement, alteration, or enlargement of a single manufactured housing or mobile home dwelling unit, including accessory buildings and structures on individually owned lots.

3. Agricultural activities, including agricultural buildings and accessory structures incidental to the agricultural use including workers housing.

4. The establishment and modification of home occupations that do not result in changes to the site or exterior of the building. (~~Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; Revised by Ordinance #352 on 7/9/13; effective 8/9/13; Revised by Resolution #1261 on 5/13/08; effective 6/13/08; Revised by Ordinance #310 on 5/13/08; effective 6/13/08; prior code § 11-9)~~

Section 11-~~10070~~ Review and Approval Authority

The Site Plan Review Committee is established for the purpose of review and approval of site plans for all subdivisions; commercial or industrial development, subject to a unified development plan, or as deemed necessary ~~by the Development Services Director.~~

A. The following departments shall be members of the Site Plan Review Committee:

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

1. ~~Development Services Director~~Community Development;
2. Public Works ~~Director~~;
3. ~~Town Engineer~~Engineering;
4. Water Resources ~~Manager~~;
5. ~~Chief of Police~~ (or his/her designee);
6. Fire ~~Chief~~ (or his/her designee);
7. Building ~~Inspector~~Permitting;
8. Flood Control.

B. Representatives from the following may be included at the discretion of the ~~Development Services~~Community Development Director:

1. School districts;
2. APS;
3. ~~Unisource~~Natural Gas Provider;
4. ADOT;
5. ~~Others~~ As determined by the ~~Development Services~~Community Development Director.
(Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; prior code § 11-10)

Section 11-~~11080~~ Pre-Application Review and Site Plan Application **Submission and Review Procedures**

A. *Preapplication Review*. A preapplication review (PAR) meeting conference is not mandatory, but strongly recommended but can be helpful to the applicant in identifying potential issues that will need to be addressed.

The purposes of the preapplication conference review are is to:

The Clarksdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

1. Provide ~~the Site Plan Review Committee~~ an opportunity ~~for Town staff and agencies having jurisdiction~~ to review and comment on proposals prior to submittal ~~to ensure compatibility and conformance to adopted codes and regulations.~~
2. Discuss the development review process and required submissions with the applicant.
3. Identify issues that need to be resolved in future submissions.
4. Make the applicant aware of any ~~opportunities-requirements~~ for ~~infrastructure and utility coordination~~ng the development with community policies, programs, or facilities.
5. ~~The Department may schedule a site inspection if deemed necessary.~~
6. Applicants for preapplication conference ~~will need to should~~ provide as much information ~~indicated on Table 1 in Section 11-120 as possible, as completely~~ as possible.

B. Persons applying for site plan review will be required to submit a site plan review application ~~along with required fees and three (3) twenty-four (24) by thirty-six (36) inch printed copies and with~~ one (1) electronic submittal of the site plan, including the development plan and supporting documentation that meet the minimum submission requirements ~~set forth in Section 11-120. This material-The submittal documents~~ shall be submitted to the Community Development ~~Director~~Department, ~~which~~ shall determine ~~that if~~ the application is complete. If the application is complete, the Community Development ~~Director~~Department will ~~date stamp the materials and~~ notify the applicant that the application is administratively complete. ~~A deposit toward potential outside consultant fees incurred by the Town in the processing and review of an application shall be required per Article 3-4 of the Town Code.~~

1. If the application is determined to be incomplete, the Community Development ~~Director~~Department shall notify the applicant by ~~letter-email or surface mail~~ that the application is incomplete, and specify the additional materials required to make the application complete. ~~THE Community Development Director may also issue an additional written or electronic notice of deficiencies based on the applicant's resubmission of missing information.~~
2. After the application has been ~~deemed complete~~accepted, the Community Development Department will distribute ~~copies of~~ the site plan ~~for review~~ to the Community Development Department, Public Works and Engineering Departments, ~~Parks and Recreation Department~~, Town Manager, Fire ~~Chief~~, and Police ~~Chief~~Departments,

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

Yavapai County Flood Control, Environmental Services Departments and County Health and other agencies having jurisdiction for substantive review and comment.

3. Site plans shall also be provided to all other affected utility companies as well as to adjoining governmental entities as required by statute. ~~Comments returned shall pertain to the agency's area of specific authority and shall contain specific requirements from these reviewing agencies.~~

4. ~~Reviewing agencies and departments. The Community Development Department may hold conduct~~ an on-site inspection of the site to review the existing conditions, field verify the information submitted and investigate the development proposal.

5. Following receipt of the comments from the various departments and agencies, the Community Development ~~Director staff~~ shall forward one (1) complete copy to the applicant via electronic communication ~~and first-class mail of the collected comments.~~

6. ~~Upon approval by the reviewing departments and agencies, the Community Development Director shall notify the applicant in writing that the site plan has been approved.~~ _

~~Applicants for site plan review shall hold a neighborhood meeting to inform the public of the proposals prior to formal submission of an application and plans.~~

~~a. Applicant shall notify all property owners within 300 feet of the subject property of the meeting by first-class mail at least fifteen (15) days prior to the meeting date. The Community Development Director may increase notification requirements at his/her discretion based on the impact of the project on the community.~~

~~b. Applicant shall post the property at least fifteen (15) days prior to the meeting date.~~

~~c. Applicant will publish a notice of the meeting including the time, date and location in a paper of general circulation at least fifteen (15) days prior to the meeting date.~~

~~C. *Establishment of Fees.* The Town Council may, from time to time and after consultation with the Community Development Department, establish the appropriate application fees following posting of the proposed schedule of fees and public hearing. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; Revised by Ordinance #364 on 8/12/14; effective 9/12/14; Revised by Resolution #1261 on 5/13/08; effective 6/13/08; Revised by Ordinance #310 on 5/13/08; effective 6/13/08; prior code § 11-11)~~

Section 11-120—Site Plan Submission Requirements

All applications for site plan review must contain the information indicated as being required in Table 1 (below).

Submittal Requirements Checklist

Table 1

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR	
		3 hard-	
	Pre-app		
	3 hard-		
			Required Materials:

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.			
1.		X	Fully executed and signed copy of the application and fees paid in full

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>2.</p>		<p>X</p>	<p>A copy of the deed to the property, an option to purchase the property, letter of agency, or other documentation to demonstrate right, title or interest in the property on the part of the applicant</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
3.	X	X	Legal description and boundary survey to scale

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.			
4.		X	The parcel #(s) and lot # on which the project is located

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
5.		X	Vicinity map showing general location of the site within the Town

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
6.		X	The name, registration number, and seal of the person who prepared the plan, if applicable

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
7.		X	<p>Boundaries of all contiguous property under the total or partial control of the owner or applicant regardless of whether all or part is being developed at this time</p>

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
8.		X	Site photos/map from all directions at corners (standard prints)

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

9.

X

The maps or drawing must be at a scale sufficient to allow review of the items listed under the approval standards and criteria, but in no case shall be more than 500 feet to the inch for that portion of the tract of land being proposed for development. Applicant must also provide copies of all drawings submitted on 11" x 17" sheets

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.			
10		X	Digital copy of site plan materials (using control supplied by the Town Engineer)

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<hr/>			
11		X	Location of all required building setbacks, yards, and buffers

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		
			<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
12		X	Zoning classification(s) of property and surrounding property

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
13		X	The bearings and length of all property lines of the property to be developed and the source of this information

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
14		X	Location and size of any existing utility lines and easements

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>15</p>		<p>X</p>	<p>Location, names, and present widths of existing public and/or private streets and rights-of-way within or adjacent to the proposed development</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
16	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
	X		The location and dimensions of existing driveways, parking and loading areas, walkways, and sidewalks on or immediately adjacent to the site

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
17		X	Location of intersecting roads or driveways within 200 feet of the site

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
18		X	<p>Location and dimensions of any existing easements and copies of codes covenants or deed restrictions</p>

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
19		X	The location of the nearest fire hydrant, dry hydrant or other water supply for fire protection

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
20		X	The location of open drainageways

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
21		X	The direction of existing surface water drainage across the site

	<p>Pre-app</p> <p>3 hard-</p>	<p>SPR</p> <p>3 hard-</p>	<p>Required Materials:</p>
<p>22</p>		<p>X</p>	<p>The direction of proposed surface water drainage across the site and from the site, with an assessment of impacts on downstream properties</p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
23		X	<p>A grading and drainage plan that includes existing contours, proposed contours, drainage channels and directions of flow, as well as stormwater calculations, erosion and sedimentation control measures and water quality, see Town Code Article <u>7-11</u></p>

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
<small>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</small>			
24		X	A traffic statement that includes an estimate of the peak hour and daily traffic to be generated by the project

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
25		X	The location, dimensions, and materials to be used in the construction of proposed driveways, parking and loading areas, and walkways and any changes in traffic flow onto or off site

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
26	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		The location, dimensions and elevations of all existing buildings, proposed buildings and building expansion on the site

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
27		X	The location, front view, dimensions, and lighting of existing signs and proposed signs

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
28		X	A utility plan including estimated demand for water supply and sewage disposal together with the location and dimensions of all provisions for water supply and wastewater disposal

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
29		X	Provisions for handling all solid wastes, including hazardous and special wastes and the location and proposed screening of any on-site collection or storage facilities

		SPR 3 hard-	
	Pre-app 3 hard-		
			Required Materials:
	The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.		
30		X	Proposed landscaping and buffering plan including irrigation plan

		<p>SPR</p> <p>3 hard-</p>	
	<p>Pre-app</p> <p>3 hard-</p>		<p>Required Materials:</p>
<p>The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.</p>			
31		X	<p>Include the percentage of total landscaping for the project</p>

(Revised by Resolution #1621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; prior code § 11-12)

Section 11-130090 Approval Standards and Criteria for Site Plan Review

The following criteria shall be used by the Site Plan Review Committee in reviewing Site Plan Review applications ~~for Site Plan Review Committee~~ and shall serve as minimum requirements for approval of the application. The application shall be approved unless the Site Plan Review Committee determines that the applicant has failed to meet minimum acceptable standards. In all instances, the burden of proof shall be on the applicant who must produce evidence sufficient to warrant a finding that all applicable criteria have been met.

A. Utilization of the Site Conformance with Development Standards.

~~1. Utilization of the Site. The plan for the development must reflect the natural capabilities of the site to support development. Environmentally sensitive areas must be maintained and preserved.~~ All Site Plans must conform to the development standards set forth for the zoning district(s) assigned to the subject property. Uses shall conform to those identified as Permitted Uses, or have been granted a Conditional Use Permit.

2. Uses must conform to the General Plan Designation assigned to the subject property.

3. The applicant may choose to transfer density or intensity of the proposed use from unbuildable wash areas into areas more developable. 4. To encourage lower building heights, applicants may transfer the area of floors not used to increase lot coverage.

4. They shall enforce all of the requirements as set forth previously by the Development Review Board preliminary development review.

5. The proposal shall adequately and safely provide for vehicular and pedestrian ingress and egress of that excessive traffic congestion will not be created.

6. Proposed lighting shall be so arranged as to not shine upon or reflect onto adjoining properties and proposed signs and their lighting shall be of such size, location and color as to not interfere with traffic or limit visibility of adjoining property.

Commented [JS2]: Compliance with zoning code, Public safety and health, landscape plan, circulation, typically all can review.

Commented [JS3]: A lot of this is not really the standard site plan review criteria such as: setbacks, G&D, traffic, parking and etc.

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

7. Adequate provision shall be made to protect adjoining properties and structures from excessive and unreasonable noise, vibrations, gases, odors and other factors which will interfere with the use and enjoyment of surrounding properties.

8. The proposal shall not be detrimental to or endanger the public peace, health, safety or general welfare of the surrounding properties, or unreasonably interfere with the use or enjoyment of property in the vicinity by occupants thereof for lawful purposes.

9. The required landscaping shall be provided and maintained in an attractive manner and live condition.

10. The drainage report and plan must meet the minimum requirements of Yavapai County Flood Control and not create an adverse effect on adjacent properties.

11. The construction plans meet all codes and regulations adopted by the Town of Clarkdale.

~~2. Natural drainage areas must also be preserved to the maximum extent. However, when requested, the applicant may choose to transfer density or intensity of the proposed use from these wash areas into areas more developable. The development must include appropriate measures for protecting these resources, including, but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.~~

~~3. *Building Placement.* The site design should avoid creating a building surrounded by a parking lot. Buildings should be placed close to the street, consistent with existing, adjacent setbacks. Parking should be to the side or preferably in the back.~~

~~4. *Building Entrances.* The main entrance to the building should be oriented to the street unless the parking layout or the grouping of the buildings justifies another approach, and should be clearly identified as such through building and site design, landscaping, and/or signage.~~

~~5. *Building Orientation.* New buildings within an existing built environment should be compatible with the neighborhood such that they reflect the overall bulk, square footage, dimensions, placement of the building on the lot, and rhythm of buildings and spaces along the street edge and minimize the visual impact on the neighborhood.~~

6. *Building Scale.* When large new buildings or structures are proposed in existing built environments where their scale (size) and other features may be significantly different from that which already exists in the immediate neighborhood, care must be taken to design the new building or structure so that it is compatible with its neighbors.

7. *View Protection.* When a proposed development is located within the viewshed of an identified view from a public street or facility, the development must be designed to minimize the encroachment of all buildings, structures, landscaping, and other site features on the identified view.

8. *Ridgeline Protection.* When a proposed development is located on a hillside that is visible from a public street, road, water body, or facility, the development must be designed so that buildings, structures, and other improvements do not extend above the existing ridgeline or alter the ridge profile significantly when viewed from the public streets, roads, water bodies, or facilities. This provision may be waived for communication towers, spotting towers, and similar facilities that must be located above the ridgeline for operational reasons.

9. *Hillside Development.* When proposed development is located on a hillside that is visible from a public street, water body, or facility, the development must be designed so that it fits harmoniously into the visual environment when viewed by the public from public areas.

10. In predominantly natural environments, site clearing must be minimized and vegetation must be retained or provided to minimize the visual intrusion of the development. In developed environments, the appearances of the new development, when viewed by the public from public areas, must be compatible with the existing visual character in terms of scale, massing, and height to the maximum extent reasonable.

B. *Parking Layout and Design and Site Access.* Off-street parking must conform to the standards set forth in Chapter 4, General Provisions, Sections 4-120, Off-Street Parking and Loading, and 4-121, Traffic and Pedestrian Access. Site access must conform to the Engineering Standards as set forth in Chapter 11 or 16 of the Town Code.

C. *Stormwater Management and Circulation.* Adequate provisions must be made for the collection and disposal of all stormwater that runs off proposed streets, parking areas, roofs, and other surfaces through a stormwater drainage system and maintenance plan, which must not have adverse impacts on abutting or downstream properties.

1. The Town Engineer shall determine whether a Traffic Impact Analysis (TIA) is warranted based on projected impact of the development to adjacent streets and the Town Circulation system. At minimum, a Traffic Impact Letter (TIL) stamped by an Arizona Registrant shall be submitted.
2. Developer shall be responsible for the installation of any required offsite traffic enhancements identified by the Town Engineer in addition to onsite improvements.
3. Improvements shall conform to the Town's adopted engineering standards/MAG Standards.
4. Improvements shall also conform to the Town's Trails Master Plan and park requirements. To the extent possible, the plan must retain stormwater on the site using the natural features of the site.
2. ~~The flow from the site after development must not exceed the predevelopment rate.~~
3. ~~The applicant must demonstrate that on- and off-site downstream channel or system capacity is sufficient to carry the flow without adverse effects, including but not limited to flooding and erosion of downstream or adjoining properties, or the developer will be responsible for whatever improvements are needed to provide the required increase in capacity and/or mitigation.~~
4. ~~All natural drainage ways must be preserved at their natural gradients and must not be filled or converted to a closed system unless approved as part of the SPR.~~
5. ~~The design of the stormwater drainage system must provide for the disposal of stormwater without damage to streets, adjacent properties, downstream properties, soils, and vegetation.~~
6. ~~The design of the storm drainage systems must be fully cognizant of upstream runoff that must pass over or through the site to be developed and provide for this movement.~~
7. ~~The biological and chemical properties of the receiving waters must not be degraded by the stormwater runoff from the development site. The use of oil and grease traps in manholes, the use of on-site vegetated waterways, and vegetated buffer strips along waterways and drainage swales may be required, especially where the development stormwater discharges into a gravel aquifer area or other water supply source.~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

D. ~~Erosion-Grading and Drainage Control.~~

1. ~~The following are required and must be stamped by an Arizona Registrant:~~

~~1. A Drainage Report addressing drainage and erosion concerns and stormwater management.~~

~~2. Cut/Fill plan~~

~~3. Stormwater Protection Plan (SWPP)~~

~~All building, site, and roadway designs and layouts must be designed to preserve-harmonize with existing topography and conserve desirable-natural surroundings to the fullest extent possible, such that filling, excavation and earth moving activity must be kept to a minimum. Parking lots on sloped sites must be terraced to avoid undue cut and fill and prevent erosion, and/or the need for retaining walls. Natural vegetation must be preserved and protected wherever possible. Drainage studies shall be required where existing erosion, runoff or drainage concerns already exist.~~

~~24. – Natural drainage areas must also be preserved to the maximum extent.~~

~~a. The applicant may choose to transfer density or intensity of the proposed use from these wash areas into developable areas.~~

~~b. The development must include appropriate measures for protecting these resources, including, but not limited to, modification of the proposed design of the site, timing of construction, and limiting the extent of excavation.~~

~~Soil erosion and sedimentation of watercourses and water bodies must be minimized by the development of a sedimentation and erosion control plan that is submitted as part of the SPR package.~~

E. ~~Water Supply Provisions.~~

~~1. The development must be provided with a system of water supply that provides each use with an adequate supply of water and shall connect to the Town's water supply in strict compliance with ADEQ and ADWR regulations Engineering Code Chapter 11 Town Code.~~

~~2. If the project is to be served by a private water supply, the applicant must secure and submit a written statement from the supplier that the proposed water supply system~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~conforms with its design and construction standards, will not result in an undue burden on the source or distribution system, and~~

2. Conforms with the Town design and construction standards.

3. Will be required to construct all necessary facilities necessary to ensure adequate water supply within Town water service area and dedicate to Town upon inspection and approval. Warranty work for two (2) years is required on dedicated systems.

4. The water system shall will be installed in a manner adequate to provide needed domestic and fire protection flows.

5. All utility improvements must extend across the full frontage of the subject property.

F. Sewage Disposal Provisions.

1. The development must be provided with a method of disposing of sewage that is in compliance with the ~~State Plumbing and Health Codes~~. ADEQ Requirements and other adopted codes.

2. All sanitary sewage from new or expanded uses must be discharged into a public sewage collection and treatment system when such facilities are currently available or can reasonably be made available at the ~~lot line~~ property boundary and ~~have ensure public systems have~~ adequate capacity to handle the projected waste generation. Notice of intent to discharge a sewer collection system.

a. It is mandatory that when a public sewer becomes available ~~within 300 feet of any~~ directly abutting the property served by a private sewage disposal system, a direct connection shall be made to the public sewer in accordance with the provisions of Chapter ~~1644, Engineering Standards~~ of the Town Code.

b. Utility improvements shall be extended across the full frontage of the subject property by the developer.

Connections are mandatory when any one (1) of the conditions stipulated in Chapter ~~11 of the Town Code~~ Engineering Standards, of the Town Code applies after the date specified for that condition. Refer to Chapter 11 Wastewater or 16 Engineering Standards of the Town Code.

Commented [JS4]: Make sure if its 16 or 11

Commented [JS5]: 16 or 11

The Clarksdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~This requirement may be waived if the use is already served by a properly functioning subsurface disposal system that is properly sized for the projected flows; provided, that connection to the public system must occur if and when the subsurface system needs to be replaced.~~

~~b.c.~~ If the public system cannot serve or be extended to serve a new or expanded use, the sewage must be disposed of by an on-site sewage disposal system meeting the requirements of the Subsurface Wastewater Disposal Rules, Yavapai County Environmental Services, or provide Notice to Serve from an adjacent municipality.

~~ed.~~ When two (2) or more lots or buildings in different ownership share the use of a common subsurface disposal system, the system must be owned and maintained in common by an owners' association. Covenants in the deeds for each lot must require mandatory membership in the association and provide for adequate funding of the association to assure proper maintenance of the system.

Commented [JS6]: Should it be higher like 3 or 4?

~~de.~~ Industrial or commercial wastewater may be discharged to public sewers in such quantities and/or of such quality as to be compatible with sewage treatment operations. Such wastes may require pretreatment at the industrial or commercial site in order to render them amenable to public treatment processes. Pretreatment includes, but is not limited to, screening, grinding, sedimentation, pH adjustment, surface skimming, chemical oxidation and reduction and dilution.

G. ~~Utilities.~~ The development must be provided with electrical service and other private utility, telephone, and telecommunication services adequate to meet the anticipated-projected use of the project. New utility lines/equipment and facilities must be screened from public view to the extent feasible. If the service in the street or on adjoining lots is underground, the new service must be placed underground.

Commented [JS7]: Always?

H. ~~Natural Features.~~ The site shall be landscaped in compliance with the requirements of the Chapter 9, Landscape Design Standards Requirements.

~~I. Groundwater Protection.~~ The proposed site development and use must not adversely impact either the quality or quantity of groundwater available to abutting properties or to public water supply systems.

~~Applicants whose projects involve on-site water supply or sewage disposal systems with a capacity of two thousand (2,000) gallons per day or greater must demonstrate that the groundwater at the property line will comply, following development, with the standards for safe drinking water as established by the State of Arizona.~~

~~J. *Water Quality Protection.* All aspects of the project must be designed so that:~~

~~1. No person shall locate, store, discharge, or permit the discharge of any treated, untreated, or inadequately treated liquid, gaseous, or solid materials of such nature, quantity, obnoxiousness, toxicity, or temperature that may run off, seep, percolate, or wash into surface or groundwater so as to contaminate, pollute, or harm such waters or cause nuisances, such as objectionable shore deposits, floating or submerged debris, oil or scum, color, odor, taste, or unsightliness or be harmful to human, animal, plant, or aquatic life.~~

~~21. All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials must meet the standards of the Arizona Department of Environmental Quality (ADEQ) and the State Fire Marshal's Office the Town Fire Department approval.~~

~~32. If the project is located within the direct watershed of a "body of water most at risk from development" or a "sensitive or threatened region or watershed" as identified by the Arizona Department Environmental Quality (ADEQ), and is of such magnitude as to require a stormwater permit from the ADEQ, the project must comply with the standards of the ADEQ with respect to the export of total suspended solids and/or phosphorous. Yavapai County Flood Control shall manage.~~

~~43. If the project does not require a stormwater permit from ~~the~~ ADEQ, it must be designed to minimize the export of phosphorous from the site to the extent reasonable with the proposed use and the characteristics of the site.~~

~~KJ. *Solid Waste Management.* The proposed development must provide for adequate disposal of solid wastes. All solid waste must be disposed of at a licensed disposal facility having adequate capacity to accept the project's wastes or through the Town's designated trash service.~~

~~LK. *Historic and Archaeological Resources.* If any portion of the site has been identified as containing historic or archaeological resources, the development must include appropriate measures for protecting these resources, including, but not limited to, modification of the~~

Commented [JS8]: Need Updating a bit????
Was this updated by the state recently??? Is it still necessary?

~~proposed design of the site, timing of construction, and limiting the extent of excavation. ___
Should Historic and/or Archaeological resources be discovered during the construction process,
all work must halt and the proper authorities must be notified immediately.~~

ML. *Flood Plain Management.* If any portion of the site is located within a special flood hazard area as identified by the Federal Emergency Management Agency, all use and development of that portion of the site must be consistent with the Town's flood plain management provisions.

NM. *Exterior Lighting.* All new construction for which site plan review is required shall also be required to submit a **comprehensive** lighting plan for review. The lighting plan shall be developed in accordance with the requirements of Chapter [8](#).

ON. *Buffering.* The development must provide for the buffering of adjacent uses where there is a transition from one (1) type of use to another use and for screening of mechanical equipment and service and storage areas. All setbacks, enclosures, walls and plantings shall comply with Chapters [9](#), Landscape Design Standards, and [4](#), General Provisions, Section [4-080](#), Fence Height.

PO. *Landscaping.* Landscaping must be provided as part of site design. The landscape plan for the entire site must conform to Chapter [9](#).

PQ. ~~*Business Signages.* All new construction for which SPR is required shall also be required to submit a **comprehensive** sign plan for review. The sign plan shall be developed in accordance with the requirements the Town of Clarkdale Sign Code and is subject to review and approval as part of design review. (Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Resolution #14621 on 2/25/20; Revised by Ordinance #403 on 2/25/20; effective 3/26/20; Revised by Resolution #1432 on 7/10/13; effective 8/10/13; Revised by Ordinance #351 on 7/10/13; effective 8/10/13; prior code 5-11-13)~~

Commented [JS9]: Comprehensive sign plans are for deviations requests.

Section 11-140100 Post **Site Plan** Approval Activities

A. ~~*Incorporation of Approved Plan.* One (1)~~**A** copy of the approved site plan must be included with the application for the building permit for the project and all construction activities must

conform to the approved plan, including any conditions of approval and minor changes approved by the Community Development Director to address field conditions.

B. *Improvement Guarantees.*

1. ~~Application-Improvement Guarantee Requirement~~

a. ~~Improvement Guarantee-~~The Town Council may require the posting of an improvement guarantee in such amount and form as specified ~~in subsection 2~~ below as is ~~reasonably~~ necessary to ensure the proper installation of all ~~off-site~~ improvements required as conditions of approval. ~~The nature and duration of the guarantee shall be structured to achieve this goal without adding unnecessary costs to the applicant.~~

b. Upon substantial completion of all required improvements ~~by the developer~~, the developer must notify the Town ~~Council~~ of the completion or substantial completion of ~~the off-site~~ improvements, and must send a copy of such notice to the appropriate ~~municipal officials~~ ~~Town departments~~. The ~~respective municipal officials~~ ~~Town~~ shall inspect all improvements and shall file a report indicating either approval, partial approval, or rejection of such improvements with a statement of reasons for any rejection.

~~c. The Town Council shall either approve, partially approve, or reject the improvements on the basis of the report of the municipal officials.~~

~~d.~~ If the improvements are approved, the guarantee shall be released. Where partial approval is granted, the developer shall be released from liability only for that portion of the improvements approved.

2. ~~Form of Guarantee-~~Performance guarantees may be provided by a variety of means including, but not limited to, the following which must be approved as to form and enforceability by the Town Attorney.

a. ~~Security Bond-~~The applicant may obtain a security bond from a surety bonding company authorized to do business in the state.

b. ~~Letter of Credit-~~The applicant may provide an irrevocable letter of credit from a bank or other reputable lending institution.

~~The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.~~

c. Escrow Account-The applicant may deposit cash, or other instruments readily convertible into cash at face value, either with the Town, or in escrow with a bank. Any such account must require Town approval for withdrawal and must stipulate that the Town can withdraw the money upon forty-eight (48) hour advance notice to the applicant to complete the guaranteed improvements.

d. Letter from the financial institution providing funding for the project, indicating commitment to the completion of the project.

Commented [JS10]: Is the Town still ok with these forms of guarantee?

C. ~~Submission of As-Built Plans.~~ Any project subject to Site Plan Review must provide the Community Development Director with an electronic set and 1 printed set of construction plans showing the building(s) and site improvements as actually constructed on the site. These "as-built" plans must be submitted within thirty (30) calendar days of the issuance of a certificate of occupancy for the project or occupancy of the building.

~~D. Submission of Digital Copies of As-Builts. Where the applicant or their engineers utilize computer-aided drafting (CAD) programs to develop the site plan, digital drawing files of the as-builts shall be submitted to the Community Development Director along with printed drawings.~~

~~ED. Minor Changes to Approved Plans.~~ Minor changes in to approved plans necessary to address field conditions may be administratively approved by the Community Development Director provided that any such change does not affect compliance with the standards or alter the essential nature of the proposal~~project~~.

Commented [JS11]: What is determined to be minor vs major and how?

~~FE. Updates/Phased Site Plans.~~ If all phases are not approved at site plan review, then each phase must be approved individually throughby the site plan committee review process prior to issuance of a building permit. ~~(Revised by Ordinance #438 on 12/10/24; effective 1/10/25; Revised by Ordinance #428 on 12/10/24; effective 1/20/25; prior code § 11-14)~~

Section 11-150110 Appeals

Appeal of any actions taken ~~by the Town Council~~ with respect to this section shall be to the Board of Adjustments. Pursuant to A.R.S. Section 9-462.06, any appeal taken with respect to this Section shall be in accordance with the provisions of said statute. ~~(Prior code § 11-15)~~

Commented [JS12]: Still use as determinant?

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

Section 11-~~160~~120 Administration and Enforcement

A. This chapter shall be administered and enforced by the Community Development Director.

1. If the Community Development Director or his/her agent shall find that any provision of this chapter is being violated, he/she shall notify in writing the person responsible for such violation, ~~indicating the nature of the violation~~ and ordering the ~~develop~~action necessary to correct it.

2. ~~He/she shall order~~The discontinuance of illegal use of buildings, structures, additions, or work being done ~~shall be ordered~~, or ~~shall take~~ any other action authorized by this chapter ~~and Town Code shall be taken~~ to ~~e~~nsure compliance with or to prevent violation of its provisions.

B. The Community Development Director is hereby authorized to institute or cause to be instituted, in the name of the Town, any and all actions, legal or equitable, that may be appropriate or necessary for the enforcement of this chapter; ~~provided, however, that this section shall not prevent any person entitled to equitable relief from enjoining any act contrary to the provisions of this chapter.~~

The Town Council, or their authorized agent, are hereby authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Code and recovering fines without court action.

Such agreements shall not allow an illegal structure or use to continue unless there is clear and convincing evidence that the illegal structure or use was constructed or conducted as a direct result of erroneous advice given by an authorized municipal official and there is no evidence that the owner acted in bad faith, or unless the removal of the structure or use will result in a threat or hazard to public health and safety or will result in substantial environmental damage.

~~(Prior code § 11-16)~~

Section 11-170— Interpretation of the Code

~~The Community Development Director shall be responsible for administering the provisions of this chapter including interpreting the provisions hereof.~~

~~Any person who believes that the Community Development Director has made an error in the interpretation or application of the provisions of this chapter, may appeal such determination to the Board of Adjustment as an administrative appeal. If the Board finds that the Community Development Director erred in his/her interpretation of the chapter, it shall modify or reverse the action accordingly. (Prior code § 11-17)~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.

~~Section 11-180— Amendments to the Code~~

~~(Repealed by Ordinance #438)~~

~~Section 11-190— Severability~~

~~(Repealed by Ordinance #438)~~

~~The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.~~

~~Disclaimer: The Town Clerk has the official version of the Clarkdale Zoning Code. Users should contact the Town Clerk for ordinances passed subsequent to the ordinance cited above.~~

~~Town Website: www.clarkdale.az.gov~~

~~Town Telephone: (928) 639-2400~~

~~Hosted by General Code.~~

The Clarkdale Zoning Code is current through Ordinance #438, passed December 10, 2024.