



**AGENDA
NOTICE OF REGULAR MEETING
OF THE AGRICULTURE COMMISSION**

August 17, 2022 - 4:30 P.M.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Agriculture Commission of the City of Winslow, Arizona, and to the general public that the Winslow Agriculture Commission will hold a regular meeting on Wednesday, August 17, 2022, at 4:30 p.m. in the City Hall Conference Room, 21 Williamson Avenue, Winslow, Arizona 86047. **Members of the Agriculture Commission will attend either in person or telephonically by dialing 928-289-1482 and entering pin #123321.**

1. Call to Order
2. Pledge of Allegiance and Invocation
3. Roll Call - Excuse Absent Members
4. Discussion and/or Action to Approve Minutes – July 20, 2022
5. Status Reports
 - A. Report from Interim City Manager Regarding Farmers Market Operations
 - B. Report from Economic Development Director Regarding Status of USDA Grant Application
6. Commission Consideration and Possible Action
 - A. Discussion and/or Action Regarding Winslow Garden Tour
 - B. Discussion and/or Action Regarding Education Programs/Workshops Which May Include Gardening Classes at Northland Pioneer College (NPC)
 - C. Discussion and/or Action Regarding City Code Requirements Related to Chickens
 - D. Discussion and/or Action Regarding the City Farm
 - E. Discussion and/or Action Regarding Tree Planting Campaign Which May Include Donations
7. Future Agenda Items
8. Adjournment

A copy of the agenda background materials already made available to the Agriculture Commission is available at City Hall, 21 Williamson Avenue, Winslow, Arizona between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday.

Pursuant to the Americans with Disabilities Act (ADA) the Agriculture Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Assistive listening devices are available for the public's use for meetings. Reasonable accommodations will be made upon request for persons with disabilities or for those who speak English other than very well. If you need an accommodation for a meeting, please call the City Clerk's Office at 928-289-1416 at least 48 hours prior to the meeting so that an accommodation can be arranged.

Notice is hereby given that pursuant to A.R.S. 1-602. A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Agriculture Commission are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602. A.9 have been waived.

Minutes of the regular meeting of the Winslow Agriculture Commission held on July 20, 2022, at 4:30 p.m. in the City Hall Conference Room, 21 Williamson Avenue, Winslow, Arizona.

MEMBERS PRESENT

Vice Chairperson Mansfield
Commissioner Chambers
Commissioner Thompson
Commissioner Wood (telephonically)

MEMBERS ABSENT

Commissioner Beall

STAFF

Suzy Wetzel, City Clerk
Ashley Salyers, Recording Secretary
Councilmember Samantha Crisp

The meeting was called to order by Vice Chairperson Mansfield at 4:30 p.m. The Pledge of Allegiance was recited, and a moment of silence was observed. Roll was called and Commissioner Beall was absent. Motion: Moved by Commissioner Thompson, seconded by Commissioner Chambers, to excuse Commissioner Beall. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

DISCUSSION AND/OR ACTION TO APPROVE MINUTES – JUNE 15, 2022

Motion: Moved by Commissioner Chambers, seconded by Commissioner Thompson, to approve the meeting minutes of June 15, 2022. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

COMMISSION CONSIDERATION AND ACTION

A. Discussion and/or Action Regarding Agriculture Commission’s Participation at the Rural Policy Forum as it Relates to the Farmers Market

Councilmember Crisp referred to the Rural Policy Forum scheduled for August 3rd – 5th and stated that the Planning Committee would like to extend an invitation to the Farmers Market vendors to participate. Councilmember Crisp explained that the Kickoff Party on August 3rd will be held in the downtown area and forum attendees will be given \$5.00 tokens at the event that could be used at the Farmers Market if the vendors elect to accept them. The hope is that attendees will stay in Winslow for both the Farmers Market on Saturday morning and the Blues Festival on Saturday evening.

There was discussion regarding the process for accepting tokens wherein Councilmember Crisp advised that the Commission would need to notify vendors of the token requirements as well as the requirement that they have a business license on file with the city. Councilmember Crisp stated if the decision is made to not accept tokens, flyers advertising the Farmers Market will be included in the swag bags without mentioning the tokens. After Vice Chairperson Mansfield stated that the Economic Development Director advised vendors at the last Farmers Market that tokens were optional, the following motion was made:

Motion: Moved by Vice Chairperson Mansfield, seconded by Commissioner Chambers, to not participate in the use of tokens and ask city staff to make copies of the flyers to include in the Rural Policy Forum bags. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes. After voting on the motion, there was a brief discussion regarding tickets for the forum as well as the agenda for the event.

B. Discussion and/or Action Regarding Farmers Market Operations Which May Include Establishing Vendor Setup Requirements

Vice Chairperson Mansfield discussed recent issues with vendors not complying with the 8:00 to 9:00 a.m. setup time and confirmed that vendors are made aware of the time when they are provided with paperwork to register. Councilmember Crisp stated that vendors need to be made aware that they will not be allowed to set up after a certain time. There was discussion regarding whether this requirement should be established for the remainder of this season or include it in the 2023 guidelines.

Due to the fact that Commissioner Wood's service dropped at 4:45 p.m., the meeting was paused until he was able to rejoin the meeting at 4:50 p.m.

Motion: Moved by Commissioner Thompson, seconded by Commission Chambers, to require setup from 8:00 to 9:00 a.m. and not allow further setup after 9:10 a.m. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

C. Discussion and/or Action Regarding Participation in Winslow Garden Tour

Commissioner Chambers noted that she did not have anything to report on this item but she intends to follow up with members of the Community Garden at their meeting on July 21st. The City Clerk stated that since the tour is coming up soon, Chairperson Mansfield can reach out to individual commission members as well as members of the Sweetland Community Garden since previous action was taken by the Commission to partner with the Community Garden for the tour. The City Clerk reminded the members that emails should not be sent to the entire commission to avoid a potential open meeting law violation.

D. Discussion and/or Action Regarding Education Programs/Workshops Which May Include Gardening Classes at Northland Pioneer College (NPC)

After stating that she did not have any updates regarding the NPC classes, Commissioner Chambers made a motion to table this item until the next meeting. The motion was seconded by Commissioner Thompson and passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

E. Discussion and/or Action Regarding Status of Submittal of USDA Grant Application by the City

Councilmember Crisp advised that the USDA Grant Application has been submitted but a response has not yet been received. In response to a questions from Commissioner Thompson, Councilmember Crisp stated that the grant funds will provide various assistance with the Farmers Market.

F. Discussion and/or Action Regarding Requirements to Become a Tree City

It was the consensus of the Commission that no discussion was needed regarding this item due to the fact that it was included on the agenda at the request of former Chairperson Larson.

G. Discussion and/or Action Regarding 2023 Farmers Market Guidelines

Vice Chairperson Mansfield stated that she has received complaints that there were not enough produce booths at the Farmers Market making it appear to be more of a craft show. There was discussion regarding the possibility of limiting the number of non-produce booths, such as jewelry and crafts, and requiring a vendor fee to assist with advertising and marketing the Farmers Market. There was also discussion regarding appointment of a committee to oversee the application process, approve applications and answer questions from vendors with an application deadline of April 1st. The City Clerk reminded the Commission that the committee could not be made up of more than three members because four members would result in a quorum of the Commission.

Vice Chairperson Mansfield commented on the fact that Winslow's Farmers Market is one of the few that doesn't charge a fee and the Commission discussed the proposed fee requirement as well as limiting each vendor to one 10X10 space. Councilmember Crisp stated that if the Commission is going to limit craft/jewelry vendors, they will have to make sure they are getting an appropriate amount of produce beforehand. In response, Vice Chairperson Mansfield stated that she has a list of farms outside the city that can be contacted to see if they are interested in selling at the next year's Farmers Market.

Current signage to bring tourists to the First Street gazebo was discussed, including the two banners that were purchased using commission funds, one of which was damaged and is no longer usable. There was also discussion regarding moving the location of the Farmers Market and how grant funds, if received, could assist with this effort.

In response to a comment from Councilmember Crisp regarding requests that she has received to expand the hours of the Farmers Market, the Commission discussed still opening at 9:00 a.m. but not closing down until 2:00 p.m. The Commission stated that they would discuss further guidelines for next season once they know if the grant has been awarded to assist with Farmers Market operations.

FUTURE AGENDA ITEMS

The Commission requested that an update from the Economic Development Director regarding grant opportunities and further discussion regarding the Garden Tour be included on the next agenda.

ADJOURNMENT

Motion: Moved by Commissioner Chambers, seconded by Commissioner Thompson, to adjourn at 5:25 p.m. Motion passed unanimously with Vice Chairperson Mansfield and Commissioners Chambers, Thompson and Wood voting yes.

Vice Chairperson Linda Mansfield

ATTEST:

Ashley Salyers, Recording Secretary

17.60.190 Chickens

- A. Except as otherwise provided in this section and in Chapter 17.16, it is hereby declared a nuisance and it shall be unlawful for any person to keep chickens within the City.
- B. Chickens may be kept on any property zoned R1-7, R1-12, MH-MF (applicable only to single-family and two-unit residences and duplexes), R-2, and single-family, duplex residences, and two-unit residences in C or I Districts within the Route 66 Overlay subject to approval of a conditional use permit pursuant to Chapter 17.68. One (1) chicken shall be allowed for every three hundred (300) square feet of the roaming area approved as part of the conditional use permit. However, no more than twenty-five (25) chickens may be kept on any lot within the permitted zones, regardless of the lot size. No chickens shall be kept on vacant lots.
- C. Chickens permitted by this section shall only be kept or allowed to roam in the rear or side yard of the property within the roaming area approved as part of the conditional use permit. Chickens shall not be permitted to roam in the front yard of the property. Chickens shall be kept at all times within an enclosed area constructed to prevent chickens from leaving the property. A coop or other structure designed for the keeping of chickens shall be constructed within the roaming area set back at least thirty (30) feet from any residence or other occupied structure existing on an adjacent property when the conditional use permit is approved. Coops, other structures, and enclosures shall be constructed in accordance with all applicable zoning and building code requirements for accessory structures in the zoning district in which the property is located except as may be otherwise provided in this article. The area of a fenced or walled yard shall be considered an enclosure provided the chickens are confined to the approved roaming area.
- D. This section shall have no effect on the number of chickens, the conditions, or the locations where such animals may be kept in the AR (Agricultural-Residential) District as set forth in Chapter 17.16.
- E. No male chickens shall be kept, except in the AR District as set forth in Chapter 17.16.
- F. All enclosures and structures containing chickens shall be maintained in a safe and sanitary condition in compliance with all applicable public health laws and so that no offensive, disagreeable or noxious smell or odor shall arise therefrom to the injury, annoyance or inconvenience of any resident of the neighborhood thereof.
- G. All enclosures and structures shall be constructed of materials suitable for the purpose, be of sufficient size, and be maintained so as to not cause conditions that would be injurious to the health of the chickens.
- H. The property owner or his authorized agent shall complete and submit a conditional use permit application to the Community Development Department upon a form available from the Department. The application shall conform with and be processed in accordance with Chapter 17.68, and the application shall be accompanied by a site plan for the subject property showing the dimensions of the property, the location and dimensions of the proposed roaming area, and the location and dimensions of the proposed coop or other structure to house the chickens. (Ord. 1274, 2016)