

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, MAY 10, 2006, AT 6:30 P.M. IN THE MEN'S LOUNGE AT THE CLARK MEMORIAL CLUBHOUSE, 19 NORTH 9TH STREET, CLARKDALE, ARIZONA.

A REGULAR meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, May 10, 2006, at 6:30 p.m. in the Men's Lounge at the Clark Memorial Clubhouse, 19th North 9th Street, Clarkdale, AZ.

Board members:

Chairperson	Ellie Bauer	Present
Vice Chair	Marsha Foutz	Present
Board Members	Anke Pitrella	Present
	Charles Scully	Absent
	Phil Falbo	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Charlene Stockseth

Others in Attendance: Reynold Radoccia, Randy Clark, Harry Crockett,

1. **CALL TO ORDER:** Chair Bauer called the meeting to order at 6:30 p.m.
2. **ROLL CALL:** Administrative Assistant Stockseth called roll.
3. **MINUTES:** Board member Falbo made a motion to approve the minutes of April 12, 2006. Board member Foutz seconded the motion. The motion passed unanimously.

4. REPORTS:

Chairperson's Report: Chair Bauer stated the Water Conservation Committee discussed water for the lawns at Town Hall and some landscaping options to conserve water.

Staff Report: The Community Development Director stated the Annual Boards and Commissions Conference would be held November 3, 2006 at the Black Canyon Conference Center.

A special joint study session to discuss the Verde Valley Regional Land Use Plan will be held June 14, 2006, at 6 p.m. in the board of Supervisors meeting room at the Yavapai County Complex in Cottonwood, AZ. The Board chose to cancel the Design Review Board meeting scheduled for June 14, 2006, so that anyone interested could attend the Verde Valley Regional land Use Plan meeting. The Design Review Board June meeting will be rescheduled.

5. **PUBLIC COMMENT:** None.

NEW BUSINESS:

6. **DISCUSSION & POSSIBLE ACTION – Request for Extension of Site Plan Review and Design Review approval for DRB-2005-19; Verde Valley Self Storage (Lock & Roll Self Storage), 1451 W. Highway 89A, Parcel #406-26-010Z.**

Staff Report: On April 13, 2005, Verde Valley Self Storage received Site Plan/Design Review approval for the addition of storage facilities located at 1451 W Highway 89A. The applicant notified staff that, without any change in ownership, they are now called Lock & Roll Self Storage.

Per Town Zoning Code, the Design Review Board may grant up to two (2), six (6) month extensions.

Staff Recommendation: Although the applicant has not begun construction, staff would like to note that since the submittal of the Site Plan Review/Design Review application, the applicant has made successful efforts to complete requirements set forth by the Design Review Board and by staff. Staff has the applicant's building permit on hold until we receive an approved Fire Suppression System plan. Staff recommends that the Design Review Board grant the applicant a six (6) month extension of Site Plan/Design Review approval.

Applicant: The applicant stated that they are in the process of having the Fire Suppression System plans drawn.

The Board reviewed the request and the Zoning Code. Board member Falbo motioned to approve a six-month extension. Board member Foutz seconded the motion. The motion passed unanimously.

7. DISCUSSION & POSSIBLE ACTION – Design Review, DRB-2006-31, for a Temporary Flagpole at Mountain Gate, 600 Eleventh Street, Lot #585, Parcel #400-06-640.

The applicant did not attend the meeting.

Staff Report: The applicant, Flags Galore, is requesting Design Review for placement of a flagpole with lighting within the Mountain Gate Subdivision on parcel # 400-06-640, 779 Alfonse Road. Currently this parcel and some of the surrounding area has a conditional use permit to serve as models for the homes within the subdivision.

The applicant stated that the flagpole will fly a 12'X 18' American flag and be lit from the top with a 100-watt Lithonia mini floodlight. The light will stay on all night. In addition, the applicant has stated that the flagpole is a temporary structure that will be removed after the models are sold.

Staff has contacted the makers of the floodlight for the lumen output. Per the manufacturer, the proposed mini floodlight has a lumen output of approximately 8500 lumens. Zoning Code Section 8-7 R states that all lamp types above 2050 lumens are allowed, fully shielded.

Per the Town of Clarkdale's Zoning Code, flagpole lighting is exempt from being extinguished after 10:00 pm (Zoning Code section 8-7H).

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Per the information submitted the proposed height of the flagpole would be 60 feet. The Town of Clarkdale's Zoning code states 35 feet is the height limitation for structures within a residential district.

Upon site inspection by Town staff on May 4, 2006, staff has observed that the flagpole has already been placed in the location indicated by the applicant. The placement/construction of the flagpole has been completed without the required building permit from the Community Development Department,

required inspections by the Town's Building Official or Design Review approval by the Design Review Board. Due to the fact that this project was undertaken without the benefit of proceeding through the proper permit process, staff is unaware of the structural safety of the project.

Staff Recommendation: The Design Review Board may choose to approve, disapprove, or approve with stipulations. If the Board chooses the approve staff would like to add the following stipulations:

1. Lighting shall be fully shielded.
2. The flagpole maintains compliance with the Zoning Code and has a height limit of 35 feet exposed.
3. Once models are sold, the Community Development Department shall be contacted when the flagpole and lighting is removed.
4. The applicant must apply for a building permit and provide evidence that the pole foundation is sufficient to meet the building code requirements and wind requirements for a flag of that size and weight. The Building Official must be satisfied that the flagpole structure meets all code requirements before a Certificate of Completion can be issued.

The Board reviewed the documentation that was provided by the applicant. The Board was concerned regarding the safety of the foundation and the height of the flagpole.

Board member Foutz motioned to disapprove the application. The applicant would need to come back to the Design Review Board for approval with the following stipulations:

1. The applicant is required to resubmit the application to the Design Review Board and follow the requirements of the Town Code to obtain a building permit.
2. Lighting shall be fully shielded.
3. The flagpole be removed to comply with the Zoning Code and has a height limit of 35 feet exposed.
4. Once models are sold, the Community Development Department shall be contacted when the flagpole and lighting is removed.
5. The applicant must provide engineered specs for the foundation of the flagpole. The Building Official must be satisfied that the flagpole structure meets all code requirements before a Certificate of Completion can be issued.
6. The flag itself must be maintained and always in good condition.

Board member Falbo seconded the motion. The motion passed unanimously.

8. DISCUSSION & POSSIBLE ACTION – Design Review, DRB-2006-32, for a Personal Services Sign at The Highlands, Scenic and Old Jerome Highway, Parcel #400-02-004G.

The applicant did not attend the meeting.

Staff Report: Last month, the Design Review Board approved the proposal by The Verde Highlands LLC to erect two 4' X 8' signs on each of the commercial parcels to identify their development and the funding entities. One of the partners in The Verde Highlands LLC was not included on the two signs that were approved. Nathan Cortes is now requesting to place two temporary signs 3' X 4' on two lots close to where the other two temporary signs are located. This temporary type of signage is very common for developments to identify them and to let everyone know who is doing the development, what type of development and often the development time line. Town Code allows

temporary signs under the Permitted Signs section. These two signs are both 12 sq. ft. and will be placed one each on separate parcels.

The Design Review Board may approve the plan as submitted, conditionally approve with stipulations, or disapprove this application as filed. Staff is proposing some stipulations that we recommend if the Board approves this application.

Staff Recommendation: Staff recommends that the Design Review Board approve the application with two stipulations:

1. The temporary signs will be removed when a permanent sign program has been approved for The Highlands and construction of those approved signs is to begin.
2. The two signs be placed on parcels other than the two parcels where the present temporary signs are constructed.

The Board reviewed the documentation submitted by the applicant.

Board member Falbo motioned to approve the application with staff recommended stipulations:

1. The temporary signs will be removed when a permanent sign program has been approved for The Highlands and construction of those approved signs is to begin.
2. The two signs be placed on parcels other than the two parcels where the present temporary signs are constructed.

Board member Foutz seconded the motion. The motion passed unanimously.

9. DISCUSSION & POSSIBLE ACTION – Design Review, DRB-2006-33, for Verde River Iron, Clarkdale Smelter Site, Parcel #400-02-004G.

Staff Report: In April of 2005 the Design Review Board approved the site plan for the Verde River Iron/Transylvania International, Inc. There were a number of stipulations that were included with that approval. Staff is including them in the staff report. Before you at this meeting is the design of the first building called out in Phase I. It is the Demonstration Module which is housed in the old lab building.

April 28, 2005 Board Decision: Board member Bauer motioned to approve the Verde River Iron Site Plan with the following staff recommendations and with the revised site plan submitted:

1. Prior to the approval of the Final Site Plan for Phase 1, Verde River Iron shall:
 - a) Provide evidence of having applied for and obtained a Determination of Applicability (DOA) from the Water Quality Branch of Department of Environmental Quality for this project prior to the signing of the site plan. Verde River Iron shall also submit a letter to the Air Quality Branch of ADEQ detailing the process, including the breakup of the slag on the pile, the reduction of the slag in the Grizzly, and the grinding process. This letter will seek a determination from the Air Quality Branch as to whether the project will require an Air Quality Permit. Verde River Iron shall have received all necessary permits from the Arizona Department of Environmental Quality prior to the issuance of any Certificates of Occupancy for any of the structures being utilized as part of this project, and prior to any excavation on the slag pile.

b) Dedicate a 100-foot easement for ingress/egress, utilities and trail, from the entrance to the smelter to their western property boundary, along an alignment, which has been jointly identified by the Town of Clarkdale and Verde River Iron representatives. The alignment for the easement will be surveyed by the Town of Clarkdale, for the purposes of construction of an alternate route to Cement Plant Road, and Verde River Iron will pay half of the cost of the survey within 30 days of being presented with an invoice.

c) Provide the Community Development Department with a water budget, including details on where water is used in the various stages of the project, where in the process water is lost and through what mechanism (evaporation, discharge, steam, etc.).

d) Provide information on storing and retaining of hazardous materials on site.

e) Provide a dust control plan.

f) Modify the site plan to:

(1) Tie proposed contours into the existing contours. Show how the surface storm water runoff will be diverted from the excavated site.

(2) Show the access ramp into the excavated area.

(3) Provide an assay of the material.

(4) Indicate that the conveyor shall be an "Enclosed Dust Proof Conveyor", and specifications as to the dust inhibiting features of the conveyor enclosure, which inhibit the discharge of dust, shall be submitted to the Community Development Department. These specifications shall be forwarded to the Town Engineer for review and approval. The applicants will research and apply conveyer technology that to the maximum extent possible will employ sound suppression.

(5) Include information on the connection point to the Town sewer system for all but the process water. If process water is proposed to be discharged to the Town's sewer system, the applicants must coordinate with the Town for pretreatment in accordance with specifications provided by the Town or their designee.

(6) Provide notation indicating that any new electrical, phone or cable lines will be underground.

(7) Include the location where disposal of any and all solid wastes, including waste that is a bi-product (if any) of the process will occur. Verde River Iron shall also provide estimates of the quantities of solid wastes that will be generated by the provide a letter, for the record, stating such.

(8) Show where on the site, material awaiting shipping will be stored. Any change in the location will be considered a minor amendment to the site plan.

2. Prior to the issuance of a building permit for Phase 1, Verde River Iron shall:

a) Provide conveyor details, which will have to be reviewed by Building Safety (i.e. structural design for support system).

b) Obtain a Town of Clarkdale Grading Permit for the project prior to the commencement of excavation on the site.

3. Prior to the issuance of a Certificate of Occupancy for Phase 1, Verde River Iron shall:

a) Within the 100-foot easement provided to Bitter Creek, grade a roadway that meets the Town of Clarkdale standards for fire apparatus access. These standards include a minimum 20 foot graded surface that at no point exceeds a maximum of 10 percent slope, and has a turnaround constructed at the western boundary of their property that has a minimum 25 foot inside radius and a minimum 50 foot outside radius. This roadway easement dedication and improvement will be extended by Verde River Iron to the western boundary of their property within ninety (90) days of receipt from the town of notification that agreement has been reached for the extension of the roadway to Cement

Plant Road. Although, the Town of Clarkdale will seek US Army Corp of Engineers jurisdictional delineation for Bitter Creek crossing Verde River Iron shall be responsible for obtaining all necessary permits for the crossing of Bitter Creek by this roadway.

b) Enter into a Development Agreement with the Town of Clarkdale that will specifies the financial responsibility and timing of further improvements to the roadway referenced in 3.a above by the Town and Verde River Iron, which are beyond those required as part of Phase 1 of this project. As long as progress is being made, the Council can approve issuance of Certificate of Occupancy in advance of completion of this agreement.

4. Verde River Iron agrees that at such time as the Town of Clarkdale reaches an agreement with all parties having a legal ownership or easement interest in Cement Plant Road, Verde River Iron will dedicate its interest in Cement Plant Road to the Town of Clarkdale pursuant to the terms of a Development Agreement which will stipulate the extent of financial responsibility of each party to the improvement of Cement Plant Road, and the process, timing and conditions for making the improvements.
5. All processing of slag shall either be accomplished within existing structures or new structures, and no grinding or other manipulation, other than the conveyance of the slag from the slag pile shall be allowed to be carried on outside of enclosed structures.
6. Verde River Iron shall use effluent in their process unless and until it becomes unavailable.
7. This Site Plan Approval covers the operations associated with the conduct of the slag reclamation project and shipping of slag or slag bi-products by, and includes the renovation to the existing structures indicated on the site plan. Any use of those structures, or any other part of the site for uses not associated with the slag reclamation project will require separate site plan approval.

Board member Stevens seconded the motion. The motion was unanimous.
[End of Action: April 28, 2005]

In reviewing the submittal for Design Review it appears that most of the items required in point **1. Prior to the approval of the Final Site Plan for Phase 1** stipulations have generally been met. The issues remaining are an update on their permitting status which will be done Wednesday evening; evidence of submittal is still required: The dedication of the 100 ft. right-of-way has occurred; the water usage information is in negotiation; the storage of chemicals is addressed on the plan; a dust control plan has yet to be submitted. Of the original modifications to the site plan the only remaining issues are an assay of the material to be processed and the solid waste site [which is still to be decided and could best be submitted with the building plans].

Verde River Iron/Transylvania International has submitted their demonstration building remodeling plans with color renditions for the building elevations. They are moving forward with their plans to get started but are under a crunch deadline with both the site plan approval and the CUP. Their September deadline on the CUP requires that they be under way with construction. If you approve this submittal you will be meeting our code requirements which have a deadline of the end of April for submittal for an extension of their original approval. This approval would be a six month extension.

The purpose of the Design Review Board is to review the exterior design 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 insure 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, as applicable.

The Design Review Board may approve the plan as submitted, conditionally approve with stipulations, or disapprove this application as filed. Staff is proposing some stipulations that we recommend if the Board approves this application.

Staff Recommendation:

1. Provide evidence of having applied for and obtained a Determination of Applicability (DOA) from the Water Quality Branch of Department of Environmental Quality for this project prior to the signing of the site plan. Verde River Iron shall also submit a letter to the Air Quality Branch of ADEQ detailing the process, including the breakup of the slag on the pile, the reduction of the slag in the Grizzly, and the grinding process. This letter will seek a determination from the Air Quality Branch as to whether the project will require an Air Quality Permit. Verde River Iron shall have received all necessary permits from the Arizona Department of Environmental Quality prior to the issuance of any Certificates of Occupancy for any of the structures being utilized as part of this project, and prior to any excavation on the slag pile.
2. Provide an assay of the material.
3. Show where on the site, material awaiting shipping will be stored. Any change in the location will be considered a minor amendment to the site plan.

The following are included from the original approval with their associated timelines:

A. Prior to the issuance of a building permit for Phase I, Verde River Iron shall:

- b) Obtain a Town of Clarkdale Grading Permit for the project prior to the commencement of excavation on the site.

B. Prior to the issuance of a building permit for Phase II, Verde River Iron shall:

- a) a) Provide conveyor details, which will have to be reviewed by Building Safety (i.e. structural design for support system).

C. Prior to the issuance of a Certificate of Occupancy for Phase I, Verde River Iron shall:

- a) Within the 100-foot easement provided to Bitter Creek, grade a roadway that meets the Town of Clarkdale standards for fire apparatus access. These standards include a minimum 20 foot graded surface that at no point exceeds a maximum of 10 percent slope, and has a turnaround constructed at the western boundary of their property that has a minimum 25 foot inside radius and a minimum 50 foot outside radius. This roadway easement dedication and improvement will be extended by Verde River Iron to the western boundary of their property within ninety (90) days of receipt from the town of notification that agreement has been reached for the extension of the roadway to Cement Plant Road. Although, the Town of Clarkdale will seek US Army Corp of Engineers jurisdictional delineation for Bitter Creek crossing Verde River Iron shall be responsible for obtaining all necessary permits for the crossing of Bitter Creek by this roadway.
- b) Enter into a Development Agreement with the Town of Clarkdale that will specify the financial responsibility and timing of further improvements to the

roadway referenced in 3.a above by the Town and Verde River Iron, which are beyond those required as part of Phase 1 of this project. As long as progress is being made, the Council can approve issuance of Certificate of Occupancy in advance of completion of this agreement.

c) Obtain a Determination of Applicability (DOA) from the Water Quality Branch of the Department of Environmental Quality.

D. Verde River Iron agrees that at such time as the Town of Clarkdale reaches an agreement with all parties having a legal ownership or easement interest in Cement Plant Road, Verde River Iron will dedicate its interest in Cement Plant Road to the Town of Clarkdale pursuant to the terms of a Development Agreement which will stipulate the extent of financial responsibility of each party to the improvement of Cement Plant Road, and the process, timing and conditions for making the improvements.

E. All processing of slag shall either be accomplished within existing structures or new structures, and no grinding or other manipulation, other than the conveyance of the slag from the slag pile shall be allowed to be carried on outside of enclosed structures.

F. Verde River Iron shall use effluent in their process unless and until it becomes unavailable.

G. This Site Plan Approval covers the operations associated with the conduct of the slag reclamation project and shipping of slag or slag bi-products by, and includes the renovation to the existing structures indicated on the site plan. Any use of those structures, or any other part of the site for uses not associated with the slag reclamation project will require separate site plan approval.

The Board reviewed the staff report and discussed the findings of the Architectural Merit; Proportion; Openings; Pattern; Spacing; Entrances, Porches and Projections; Material, Texture and Color; Roofs; Architectural Details; Accessory Features; Landscaping and Lighting with the applicant.

Board member Falbo motioned to approve the application for the Final Site Plan for Phase I with the following staff recommendations:

1. Provide evidence of having applied for and obtained a Determination of Applicability (DOA) from the Water Quality Branch of Department of Environmental Quality for this project prior to the signing of the site plan. Verde River Iron shall also submit a letter to the Air Quality Branch of ADEQ detailing the process, including the breakup of the slag on the pile, the reduction of the slag in the Grizzly, and the grinding process. This letter will seek a determination from the Air Quality Branch as to whether the project will require an Air Quality Permit. Verde River Iron shall have received all necessary permits from the Arizona Department of Environmental Quality prior to the issuance of any Certificates of Occupancy for any of the structures being utilized as part of this project, and prior to any excavation on the slag pile.

2. Provide an assay of the material.

3. Show where on the site, material awaiting shipping will be stored. Any change in the location will be considered a minor amendment to the site plan.

The following are included from the original approval with their associated timelines:

A. Prior to the issuance of a building permit for Phase I, Verde River Iron shall:

b) Obtain a Town of Clarkdale Grading Permit for the project prior to the commencement of excavation on the site.

B. Prior to the issuance of a building permit for Phase II, Verde River Iron shall:

a) a) Provide conveyor details, which will have to be reviewed by Building Safety (i.e. structural design for support system).

C. Prior to the issuance of a Certificate of Occupancy for Phase I, Verde River Iron shall:

a) Within the 100-foot easement provided to Bitter Creek, grade a roadway that meets the Town of Clarkdale standards for fire apparatus access. These standards include a minimum 20 foot graded surface that at no point exceeds a maximum of 10 percent slope, and has a turnaround constructed at the western boundary of their property that has a minimum 25 foot inside radius and a minimum 50 foot outside radius. This roadway easement dedication and improvement will be extended by Verde River Iron to the western boundary of their property within ninety (90) days of receipt from the town of notification that agreement has been reached for the extension of the roadway to Cement Plant Road. Although, the Town of Clarkdale will seek US Army Corp of Engineers jurisdictional delineation for Bitter Creek crossing Verde River Iron shall be responsible for obtaining all necessary permits for the crossing of Bitter Creek by this roadway.

b) Enter into a Development Agreement with the Town of Clarkdale that will specify the financial responsibility and timing of further improvements to the roadway referenced in 3.a above by the Town and Verde River Iron, which are beyond those required as part of Phase 1 of this project. As long as progress is being made, the Council can approve issuance of Certificate of Occupancy in advance of completion of this agreement.

c) Obtain a Determination of Applicability (DOA) from the Water Quality Branch of the Department of Environmental Quality.

D. Verde River Iron agrees that at such time as the Town of Clarkdale reaches an agreement with all parties having a legal ownership or easement interest in Cement Plant Road, Verde River Iron will dedicate its interest in Cement Plant Road to the Town of Clarkdale pursuant to the terms of a Development Agreement which will stipulate the extent of financial responsibility of each party to the improvement of Cement Plant Road, and the process, timing and conditions for making the improvements.

E. All processing of slag shall either be accomplished within existing structures or new structures, and no grinding or other manipulation, other than the conveyance of the slag from the slag pile shall be allowed to be carried on outside of enclosed structures.

F. Verde River Iron shall use effluent in their process unless and until it becomes unavailable.

G. This Site Plan Approval covers the operations associated with the conduct of the slag reclamation project and shipping of slag or slag bi-products by, and includes the renovation to the

existing structures indicated on the site plan. Any use of those structures, or any other part of the site for uses not associated with the slag reclamation project will require separate site plan approval.

Chair Bauer seconded the motion. The motion passed unanimously.

10. **FUTURE AGENDA ITEMS:** None.

11. **ADJOURNMENT:** Board member Foutz motioned to adjourn. The meeting adjourned at 9:00 p.m.

APPROVED BY:

SUBMITTED BY:

Ellie Bauer
Chairperson

Charlene Stockseth
Administrative Assistant