

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, FEBRUARY 14, 2007, AT 6:00 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A REGULAR meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, February 14, 2007, at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Board members:**

Chairperson	Charles Scully	Present
Vice Chair	Marsha Foutz	Present
Board Members	Phil Falbo	Present
	Robin Bonfield	Present
	Dennis Rhoades	Present

**Staff:**

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

**Others in Attendance:** Karen Kiefer, Memi Perkins, Dawn Norman (P&R Supervisor),

1. **CALL TO ORDER:** The Chair called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** The Administrative Assistant called roll.
3. **MINUTES:** Board Member Falbo made a motion to approve the January 10, 2007 minutes. Board Member Rhoades seconded the motion. The motion passed unanimously.
4. **REPORTS:**  
**Chairperson's Report:** The Chairperson received a call from the Housing Planner with the City of Sedona regarding a meeting invitation on Wednesday, February 21<sup>st</sup> at 5:30pm. The meeting will cover Design Issues/Higher Density with quality.

**Staff Report:** The Community Development Director reported there will be a Special Town Council Meeting, February 27<sup>th</sup> at 5:00 p.m. (joint meeting with Parks & Recreation). A Trails Master Plan for the Verde Valley will be addressed. Some of the standards that come out of the plan could possibly be incorporated in to Clarkdale. If needed, the posting of a Quorum for Design Review Board and Planning Commission would be done.

5. **PUBLIC COMMENT:** None.

**OLD BUSINESS**

6. **DISCUSSION & POSSIBLE ACTION: Approval of Pathway & Trail Design Standards.**  
Board Member Foutz made a motion to move Agenda Item #6 to go before Agenda Item #10. Board Member Falbo seconded the motion. The motion passed unanimously.

**NEW BUSINESS:**

**7. DISCUSSION & POSSIBLE ACTIONS: Application for Design Review Board (DRB-2007-40) by Verde Highlands, LLC, for a commercial two sided sign, Parcel #406-26-012B, Southwest corner of Hwy 89-A and Scenic Drive.**

**NOTE:** Board Member Rhoades excused himself from this Agenda Item (#7) due to conflict of interest.  
**Staff Report:** The Town sign code provides for off-site advertising and directional signs for new subdivisions until they are 95% built out. The Highlands is asking to erect a two-sided sign at the corner of Scenic Drive and Hwy 89-A. The sign will be located on property owned by Ray Selna. The Highlands is obtaining his signature on an application and will have that available at the Design Review Board Meeting.

The sign will be painted on a wood panel four feet by eight feet and will be displayed on both sides of the 4 X 4 foot posts. The sign must meet setback requirements from the right of way and the height requirements of the sign code.

**Applicant:** Karen Kiefer, Highlands Site Manager, gave Board Members a copy of an agreement between the Highlands and Mr. Selna regarding the directional sign. Applicant explained the sign is made from a printed vinyl MDO material, 8 feet wide and 4 feet high affixed to wood posts. Assurance was given the maintenance of the sign will be kept up. Fifty lots have been sold so far with an expected increase after President's Day.

**Staff Recommendations:** Staff is recommending that the sign application be approved as it complies with all of the sign code requirements.

**Action:** Board Member Foutz made a motion to approve the sign with the stipulation the arrow color be changed from red to brown and the application be properly signed. Board Member Bonfield seconded the motion. The motion passed unanimously.

**8. DISCUSSION & POSSIBLE ACTIONS: Application for Design Review Board (DRB-2007-39) by Clarkdale Red Rock Investments, LLC, to change sign inserts on existing illuminated signs; two new signs on front of the building, Parcel #400-03-163, 907 Main Street, Clarkdale.**

**Staff Report:** Applicant has purchased the Antique Emporium at 907 Main Street and will be moving their financial investment business to this location. They are proposing 3 signs for their business.

- The existing illuminated, dual faced, projecting sign measures 3'H X 5'9"W and will be replaced with a dual faced sign that reads "Clarkdale Investments"
- New sign to be placed on the face of the building measures 6" X 12" made of bronze with turquoise patina finish, will read "Clarkdale Investments"
- New sign to be placed on the face of the building measures 4" X 12" made of bronze with turquoise patina finish, will read "Drumcliffe LTD"

According to the Zoning Code no additional signs are permitted on the same wall as a projecting sign. The Applicant is proposing one projecting sign and 2 additional wall signs.

The illuminated sign meets Town Code requirements, but Staff would like to make the Board and Applicant aware that, Section 7-6, D.5. of the Zoning Code states, “Illuminated signs must be extinguished after 9:00 p.m. or at the close of business whichever is later.”

**Applicant:** Memi Perkins, Clarkdale Investments, gave an overview of the requests for the 3 signs. The size, color and materials they are made from were explained. The two new signs that will be attached on the face of the building, made of bronze, will be secured to the building with hidden screws. These screws could be anchored within the mortar between the bricks vs., damaging the brick itself. It is the Applicant’s feeling that these signs will be keeping Main Street’s historic character and provides an aesthetically appealing look.

The Board Members had the following concerns: the limitations attached to signs on buildings, businesses “coming and going” and signs being attached to buildings then torn down with possible damage to the structures and the Board setting a precedent allowing more signs than the code permits.

**Staff Recommendation:** Staff would like to note that if the Board decides to accept all three signs for this project and allowing more than the Zoning Code permits, the Board will be setting a precedent.

**Action:** Board Member Foutz made a motion to approve the signs with the stipulation of positioning signs on the building with the least amount of damage to the bricks. Board Member Rhoades seconded the motion. The motion passed unanimously.

**9. DISCUSSION & POSSIBLE ACTIONS: Application for Design Review Board (DRB-2007-41) by High Valley Real Estate, for a real estate sign to be placed on Wild Horse Lane, Parcel #406-27-045A.**

The Community Development Director requested the Board take no action, as the Applicant was not present. Board Member Foutz made a motion to take no action on Agenda Item #9. Board Member Falbo seconded the motion. The motion passed unanimously.

**OLD BUSINESS**

**6. DISCUSSION & POSSIBLE ACTION: Approval of Pathway & Trail Design Standards.**

**Staff Report:** The last Design Review Board Meeting was a joint worksession with the Parks & Recreation commission where some changes were agreed upon by both Boards. Staff has incorporated these changes into the standards and is bringing it back to the Board for final review before it goes to Planning Commission and then to Council for final approval. Staff is requesting any feedback from Board Members at this meeting with regards to the standards and notation of #7 on page four, Mutt Mitt Dispensers.

The Board Members discussed “width definition” and felt the size of the Shared Use Pathways of 12 to 15 feet in width was too wide and a more acceptable width would be 8 to 15 feet (still keeping the 2 foot shoulder). The Board is pleased with the progress of the Pathway & Trail Design Standards.

**Action:** Board Member Foutz made a motion to approve the Standards as written with the stipulation to change the width of the Shared Use Pathways from 12 to 15 feet, to 8 to 15 feet. Board Member Falbo seconded the motion. The motion passed unanimously.

**10. DISCUSSION & POSSIBLE ACTIONS: Approval of Phase I for the Dorothy Benatz Trail.**

**Staff Report: Dawn Norman, Parks & Recreation Supervisor provided a PowerPoint presentation to the Board.**

The Dorothy Benatz Trail will be developed in 3 phases. After meeting with the Design Review Board in December on this project, the Town was not successful in acquiring the additional easement recommended by the Design Review Board. Therefore, the Town will have to construct the trail on the 10' trail easement dedicated by Verde Canyon Railroad.

**PHASE I:** Staff viewed the following with interpretation.

- The benches, trash receptacles and mutt mitt dispensers;
- Installation of four rest stops located at:
  - Deception Wash Bridge – to include a bench, trash receptacle and mutt mitt dispenser.
  - Benatz Residence – to include a bench and memorial marker, which would consist of a standing large flat stone with a bronze plaque attached.
  - Main Street – to include a bench, trash receptacle and mutt mitt dispenser.
  - North 3<sup>rd</sup> Street – to include a bench, trash receptacle, and a mutt mitt dispenser.
  - Surfacing the trail with woodchip material.
  - Installation of bollards made from railroad ties: along both sides of the roadways of Main Street and North 3<sup>rd</sup> Street in town's road easement where the trail intersects, along both sides of the trail located at the self-made vehicle access points mid Main Street/North3rd Section of trail and along the trail section located alongside Western Avenue.
  - Fencing made from railroad ties and livestock fencing similar to the design/style used by Flagstaff Urban Trail System at Wal-Mart to be installed across Deception Wash Bridge.

**Action:** Board Member Foutz made a motion to approve Phase I for the Dorothy Benatz Trail. Board Member Falbo seconded the motion. The motion passed unanimously.

11. **FUTURE AGENDA ITEMS:** The Community Development Director to present a PowerPoint presentation on Infill Design (providing there is not a full agenda for the next meeting).

12. **ADJOURNMENT:** Board Member Falbo made a motion to adjourn the meeting. Board Member Bonfield seconded the motion. The motion passed unanimously. The meeting adjourned at 8:30pm.

APPROVED BY:

SUBMITTED BY:

---

Charles Scully  
Chairperson

---

Vicki McReynolds  
Administrative Assistant