

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, MAY 9, 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, May 9, 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
Administrative Assistant	Vicki McReynolds

Others in Attendance: Bill Snyder, Matt Fabritz, Kent Maaske, Tom Pender, Dan Bedrin.

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

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

AGENDA ITEM: MINUTES: Consideration of the Regular Minutes dated April 11, 2007. Board Member Foutz made a motion to amend the April 11, 2007 minutes to reflect the following: page (3), third paragraph, fourth sentence: The hotel's peak busy time should not conflict with the restaurant's peak busy time with regards to any parking issues. Board Member Bonfield seconded the motion. The motion passed unanimously.

Board Member Foutz made a motion to approve the amended Regular Meeting minutes dated April 11, 2007. Board Member Rhoades seconded the motion. The motion passed unanimously

AGENDA ITEM: REPORTS:

Chairperson's Report: Board Member Bonfield gave an update on the Open Meeting Law Session he attended on April 13, 2007. Representatives were there from the Attorney General's Office and the Ombudsman Program. It is the Staff's responsibility to keep the records and the Board Member's responsibility to not violate the Open Meeting Law. Board Members are not to discuss agenda items outside the regular scheduled meetings. Board Member Bonfield stated the Mayor questioned the panel regarding him discussing issues with the Town Manager. The panel was not too clear on a response.

Board Member Foutz attended the Rainwater Harvesting Presentation and found it to be very informative and stated many things from this could be utilized within our Town; low water plants, etc. She notified everyone that she is the contact (634-8738) for the Canoe Trip down the river this Saturday, May 12th.

Staff Report: None.

AGENDA ITEM: **PUBLIC COMMENT:** None.

NEW BUSINESS:

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: **The Highlander Laundromat sign review request – Bill Snyder.**

Staff Report: Mr. Snyder is submitting his request for sign approval of a window sign for each of the two front windows. The lettering to be 6 inches high, yellow with red surrounding the letters. HIGHLANDER will go on one window and LAUNDROMAT will go on the second window.

The sign code allows:

M. Window

1. May cover up to one-half (1/2) the window area; square footage to be subtracted from allowable wall signage area.
2. No more than 25% of the allowable window signage may be illuminated.

Mr. Snyder's signs will be much smaller than those allowed and there will be no other signage on the building.

Recommendation: Staff is recommending that the signs be approved.

Applicant: Mr. Bill Snyder reported to the Board Members that the phase I/renovation stage has been accomplished. As he mentioned at the last meeting, he would like to seek approval for a window sign for each of the two front windows. They will be (6) inches in height and a color sample was passed around for the Board's viewing.

Questions directed to Staff/Applicant: None.

Discussion: Board Member Foutz liked the font choice the applicant selected. The Board Members discussed the color sample in relation to the building itself and surrounding area. They also mentioned they appreciated the stucco job that was done on the building.

Action: Board Member Rhoades made a motion to approve The Highlander Laundromat sign review request as submitted. Board Member Falbo seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTIONS: **DRB-2007-44 and SPR-2007-18 design and site plan review for Verde Valley Christian Church at Broadway & Peace Garden Path – Verde Valley Investment Partners, LLC.**

Staff Report: Site Plan Review

Section 17-W-A-(4)(5) under **APPLICABILITY OF REVIEW** calls for site plan review when “*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 construction or expansion of paved areas or other impervious surfaces, including walkways, access drives, and parking lots involving an area of more than two thousand five hundred (2,500) square feet.*”

Staff requests that the Design Review Board review the application in accordance with the Approval Standards and Criteria outlined in Chapter 11 and zoning requirements in chapter 3.

1. **Utilization of the Site:** *The plan must reflect the natural capabilities of the site to support development. Environmentally sensitive areas must be maintained and preserved.* This site is zoned commercial and this use is allowed. Building Placement, Building Entrances and Building Orientation fall under this category.
2. **Traffic Access & Parking: Adequacy of the Road System and Access into the Site.** *Vehicle access to the site must be on roads that have adequate capacity to accommodate the additional traffic generated by the development.* The site is accessible off Broadway. Access way Location and Spacing, Internal Vehicular Circulation fall under this category.
3. **Pedestrian Access:** There are sidewalks, walkways and pedestrian resting areas to more than meet the intended audience’s needs. There will be a sidewalk abutting Broadway where physically possible, or accommodated on the lot itself.
4. **Storm Water Management:** There is a proposed detention pond on site. The applicant will be required to provide a drainage study.
5. **Erosion Control:** NA. Construction silt fences will be required during construction.
6. **Water Supply:** The system will be served by town water. The applicant is entering into a line extension agreement.
7. **Sewage Disposal:** The building will be connected to town sewer. The applicant is entering into a line extension agreement.
8. **Utilities:** Utilities are available.
9. **Natural Features:** The Town’s grading and slop ordinance will apply to this site. The applicant will have to work with the existing grade except at the building pad.
10. **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 systems.*
11. **Water Quality Protection:** All storage facilities for fuel, chemicals, chemical or industrial wastes, and biodegradable raw materials, must meet the standards of the ADEQ and the State Fire Marshall’s Office. NA.
12. **Hazardous, Special and Radioactive Materials:** *The handling and use of all materials identified by the standards of a federal or state agency as hazardous, special or radioactive must be done in accordance with the standards of these agencies.* NA.
13. **Capacity of the Applicant:** Applicant is the owner of the property.
14. **Solid Waste Management:** No information was provided with the site plan but a dumpster site will have to be designated and an enclosure constructed.
15. **Historic and Archaeological Resources:** There is no historic or archaeological resource report on file for this property.
16. **Floodplain Management:** The site plan and drainage plan will be submitted to Yavapai County.

17. **Exterior Lighting:** Staff has proposed a stipulation that would require conformance with the Town's lighting ordinance. Any exterior lighting on the buildings will have to be fully shielded. The Town's Lighting Ordinance will apply to the parking lot lighting also, which will have to be shielded and except for security lighting, turned off at 10:00 p.m. or when not in use.
18. **Buffering:** A landscape plan is shown on the proposed site plan. This site is isolated from the adjoining property owners with natural buffers.
19. **Noise:** No information was submitted
20. **Storage Materials**

Design Review

As stated in the Town Code, 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." (Section 11-1-4). The criteria listed below are the standard by which proposed building design is evaluated. Architectural Merit, Proportion, Openings, Pattern, Spacing, Entrances-Porches and Projections, Material-Texture and Color, Roofs, Architectural Details, Accessory Features, Landscaping and Lighting.

Staff Comments: 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.

Recommendation: Staff has reviewed the application and site plan and recommends approval. If the Board decides to approve the application, staff requests that the following stipulation be included:

1. All exterior lighting must meet the Town of Clarkdale lighting code.
2. The back of the island separating the emergency road from the driveway needs to be reduced by 50 feet. This will allow access to the front parking lot by the emergency vehicles.
3. The hydrants placement needs to be per Fire Department approval.
4. The widening of Broadway to allow for a deceleration lane also needs to accommodate a left turn lane for vehicles coming from Clarkdale to turn into the church without backing up traffic.
5. A fire alarm system will be required along with fire sprinklers.
6. A dumpster location and enclosure structure must be identified on the site plan and at least a 20 ft. clear access to that dumpster.
7. That the applicant submit to the Community Development Department for review and approval, prior to the issuance of a building permit,
 - a. A detailed, grading plan and storm water prevention plan that specifically addresses site erosion and run off management during construction and once the project is completed for both the building expansion area and the proposed.
 - b. Engineering for the detention basin.

(Site Plan):

Applicant: Kent Maaske, Chairman of the Board for the Verde Valley Christian Church introduced himself along with, Tom Pender of Pender Engineering, Matt Fabritz, Project Liaison for the Church, and Dan Bedrin of Glasco Bedrin Architects. Kent gave an overview of the history regarding the Church seeking land for this project for the past 8-10 years. They closed on the land on May 4, 2007. Matt extended a personal "thank-you" to the Community Development Director and the Administrative

Assistant and to the Public Works Director for their assistance in this project. Matt also thanked the Board Members this evening for their time and consideration in this manner.

Tom Pender explained the property location, surface detention, the terrace down effect the property will realize, sloping that will not affect the arroyos and the drainage/runoff will not be increased in relation to the property development. Tom further stated the property is “nestled” in its’ respective area and current views will still be available. Approximately one-story (the roof line), would be seen from the main road. The sewer will be extended to the property and the dumpster issue will probably end up being 50 gallon containers with proper covers.

Questions directed to Staff/Applicant: The following areas were addressed to Tom with the responses as follows: Parking and some “overflow” parking has been accounted for in the plan with the number of spaces currently projected meeting the Church’s needs. The lighting will be the standard use for insurance and security purposes. Lighting will be shielded per Town of Clarkdale Ordinance requirements. There will be playground equipment fenced in. All the property will be utilized, as an example: outside Easter services. Drought tolerant plants will be planted. Natural plant life will add to the existing property making it an asset.

Discussion regarding SPR-2007-18: The Board Members were glad to see the parking lot was not being “over built”. The use of drought tolerant plants and “adding” more natural plants and flowers will add to the property’s overall theme. The information provided by Tom Pender regarding the slope, arroyos and views gave the Board Members a clearer picture as to how the property will be approached for development.

Action: Board Member Falbo made a motion to approve SPR-2007-18, site plan review for Verde Valley Christian Church. Board Member Foutz seconded the motion. The motion passed unanimously.

(Design Review)

Applicant: Dan Bedrin along with Matt Fabritz, displayed a framed, color rendering of the proposed finished Church. They stated the colors shown on the rendering are quite accurate. Dan showed the Board Members color and material samples and where each of these would be on the actual building. Lower light reflecting value color choices are being used, giving off less glare. The roof color was discussed and also has a lower light reflective property.

The style of the building was discussed and the architect mentioned many churches he designs, follows this same style due to keeping costs down. The floor plan as outlined currently meets the church’s needs.

Questions directed to Staff/Applicant: The Board Members had the architect give full details regarding the exact color location on the building and corresponding materials used. The applicant gave the following explanation regarding the Board’s concerns of the building appearance: It is a “commercial” area and although the Northwest elevation does have an “industrial” feel, the dark dominant roof line will blend in with the natural bluffs. The surrounding trees and proposed landscaping will assist with the natural “blend in” affect they are seeking. The Board suggested an overhang along the walkway on the Northwest side to give it “texture” thereby reducing the industrial fee and provide shade to the people. Another color was discussed to give it more character. The applicant stated that could be addressed.

Action: Board Member Falbo made a motion to approve DRB-2007-44 design review for Verde Valley Christian Church, with the stipulation applicant is to bring back to the Board revised Northwest & Southeast elevations to “soften” the appearance. Board Member Foutz seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB 2007-42 design review for Verde River Canyon Inn at 1020 Main Street – (additional material and color samples for discussion) per stipulation from the April 11, 2007 meeting – (Chris Vernosky) for Bob & David Conlin.

Staff Report/Background: The applicant has submitted the color and material samples for the Verde River Canyon Inn. At your April meeting the Design Review Board approved the site plan and the design pending the material and color samples being brought in for review and approval.

Design Review

As stated in the Town Code, 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.” (Section 11-1-4). The criteria listed below are the standard by which proposed building design is evaluated. Architectural Merit, Proportion, Openings, Pattern, Spacing, Entrances-Porches and Projections, Material-Texture and Color, Roofs, Architectural Details, Accessory Features, Landscaping and Lighting.

Staff Comments:

The Design Review Board may approve the plan as submitted, conditionally approve with stipulations, or disapprove this application as filed.

Recommendation:

Staff has reviewed the application and site plan and recommends approval.

Applicant: Christian Vernosky, Architects, LLC, Cottonwood was not present.

Questions directed to Staff/Applicant: None.

Discussion: The Board Members liked all the samples provided by the applicant: the slate roof, stone veneer, wood beams and copper trim, but the “pink” color sample for the wall surface was questionable. They stated the building will have shadow lines, overhangs and darker areas that could affect the “pink” sample viewed, but were still not convinced the color would be acceptable.

Action: Board Member Foutz made a motion to approve the DRB-2007-42 design review (additional material and color samples), for the Verde River Canyon Inn at 1020 Main Street, with the stipulation the applicant re-submit color samples to replace the pink sample for the wall surface that was submitted. Board Member Rhoades seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Design Review Board Meeting Location Change. Approval of relocating the regular scheduled Town of Clarkdale meetings to the Town of Clarkdale Library, from June 13-August 8, 2007.

Background: The Town of Clarkdale in the past has moved summer meetings to a location that is air-conditioned. The changes of location for reasons of weather are permitted in the Town Code Section 2-4-1 and 2-4-2. The Design Review Board Regular Scheduled Meetings are for the following dates: Wednesday, June 13, 2007, Wednesday, July 11, 2007 and Wednesday, August 8, 2007.

Staff will comply with State requirements by changing the posting board and placing the Library's address on the agendas. Staff will also send out a press release and place a notice on the Men's Lounge door advising of the location change.

Recommendation: Approval of relocating the regular scheduled Town of Clarkdale Design Review Board Meeting, to the Town of Clarkdale Library for the above-mentioned dates.

Action: Board Member Foutz made a motion to approve the relocating the regular scheduled Town of Clarkdale Design Review Board Meeting to the Town of Clarkdale Library location from June 13-August 8, 2007. Board Member Bonfield seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Landscape Water Tank
- Sign Code Revisions (within 1-2 months)

AGENDA ITEM: ADJOURNMENT: Board Member Falbo made a motion to adjourn the meeting. Board Member Foutz seconded the motion. The motion passed unanimously. The meeting adjourned at 7:50 p.m.

APPROVED BY:

SUBMITTED BY:

Charles Scully
Chairperson

Vicki McReynolds
Administrative Assistant