

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JUNE 13, 2007, AT 6:00 P.M. IN THE CLARKDALE LIBRARY BUILDING, 55 N. NINTH STREET, CLARKDALE, AZ.**

A REGULAR meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, June 13, 2007, at 6:00 p.m. in the Clarkdale Library Building, 55 N. Ninth Street, Clarkdale, AZ.

**Board Members:**

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

**Staff:**

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

**Others in Attendance:** Deni Phinney, Brian Nicoll, Greg Freeman

**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 May 9, 2007. Board Member Foutz made a motion to approve the May 9, 2007 minutes. Board Member Rhoades seconded the motion. The motion passed unanimously

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** Chairperson had nothing to report. Board Member Foutz asked about the entry wall being down again at Mountain Gate/round-about. Greg (with Empire) stated the original wall went away and the approved wall is within the easement and is going along as scheduled.

**Staff Report:** None.

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

**NEW BUSINESS:**

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB 2007-42 design review for Verde River Canyon Inn at 1020 Main Street (new color sample for the wall surface) per stipulation from the May 9, 2007 meeting. – (Chris Vernosky) for Bob & David Conlin.

**Staff Report:** Chris came in with several color samples. Mr. Conlin and Chris went over many choices. The samples were looked at against the slate sample and the light green choice presented this evening gave a “quiet dignity” Mr. Conlin was looking for.

**Discussion:** The Board Members asked Staff how this color choice played off Su Casa next door. Per Staff it was viewed against Su Casa and taking in to consideration the green from the park, this color choice would be very compatible.

**Action:** Board Member Rhoades made a motion to approve the new light green color sample for the wall surface for the Verde River Canyon Inn. Board Member Foutz seconded the motion. The motion passed unanimously.

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTIONS: DRB-2007-45 and SPR 2007-19 Design and Site Plan Review for The Old Schoolhouse Inn, Parcel Number 400-03-117B, located at 600 First North Street, Deni and Bill Phinney.**

**Staff Report: Site Plan Review**

**Background:** The Community Development Department has received a Site Plan Review application for the Old Schoolhouse Inn. The applicants plan to open a bed & breakfast Country Inn at this location, 600 First North Street. On October 10, 2006 the Town Council granted a Conditional Use Permit (CUP) to the applicants, Deni and Bill Phinney, to operate a bed & breakfast Country Inn at this location.

The following criteria shall be used by the Design Review Board in reviewing applications for SPR and shall serve as minimum requirements for approval of the application.

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.*  
**No problems identified.**
2. **Traffic Access & Parking:** Traffic access and parking meet all town requirements. Applicant has listed a “prospective parking” area. The applicant is currently working on acquiring a portion of an adjoining lot to increase parking capacity, if applicant is unable to acquire the lot, they still meet town requirements for parking.
3. **Pedestrian Access:** Pedestrian Circulation: This site plan must provide for a system of pedestrian ways within the development appropriate to the type and scale of development. This system must connect the major building entrances/exits with parking areas and with sidewalks, if they exist or are planned in the vicinity of the project. **Plan meets this requirement.**
4. **Storm Water Management:** Adequate provisions must be made for the collection and disposal of all storm water that runs off proposed streets, parking areas, roofs and other surfaces through a storm water drainage system and maintenance plan, which must not have adverse impacts on abutting or downstream properties. **As per stipulation of approval for the Conditional Use Permit, the applicant shall submit a drainage plan and gain approval by the Town Engineer before work begins on the property.**
5. **Erosion Control:** Erosion Control shall be addressed in drainage plan.
6. **Water Supply Provisions:** This use will continue to be served by the Town of Clarkdale water system.
7. **Sewage Disposal:** This use will continue to be served by the Town of Clarkdale wastewater system.
8. **Utilities:** This use will continue to be served by APS for electric, Unisource for gas, and the Town of Clarkdale for water and sewer service.

9. **Natural Features:** The applicants plan to utilize many of the existing mesquite trees on the property.
10. **Groundwater Protection:** N/A
11. **Water Quality Protection:** N/A
12. **Hazardous, Special and Radioactive Materials:** N/A
13. **Capacity of the Applicant:** N/A
14. **Solid Waste Management:** Applicant shall provide proper disposal of all solid waste.
15. **Historic and Archaeological Resources:** This building is considered a contributing building in the Clarkdale Historic District. Alterations to the building may change status according to the State Historic Preservation Office.
16. **Floodplain Management:** This site is not located in a flood plain.
17. **Exterior Lighting:**
  - a. **Exterior Lighting:** The proposed development must have adequate exterior lighting to provide for its safe use during nighttime hours, if such use is contemplated.
  - b. **Building Illumination:** All new construction for which SPR 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 Section 8 of the Town of Clarkdale Zoning Code.
  - c. Lighting may be used which serves security, safety and operational needs but which does not directly or indirectly produce deleterious effects on abutting properties or which would impair the vision of a vehicle operator on adjacent roadways.
  - d. Lighting fixtures must be shielded or hooded so that the lighting elements are not exposed to normal view by motorists, pedestrians, or from adjacent dwellings and so that they do not unnecessarily light the night sky. Direct or indirect illumination must not exceed 0.5 candles at the lot line or upon abutting residential properties.
  - e. All exterior lighting, except security lighting, must be turned off between 10 p.m. and 6 a.m. unless located on the site of a commercial or industrial use that is open for business during that period.
  - f. Wiring to light poles and standards must be underground.
  - g. **Applicant must conform to all above stated lighting requirements.**
18. **Buffering:** Per Section 9-4 of the Zoning Code, “buffering is required between non-residential uses adjacent to existing or projected residential uses...” The applicants do not show buffering for the north half of the parcel on their north property line or east property line.
19. **Noise:** Noise shall be limited by hours of operation to between 6 a.m. and 10 p.m.
20. **Storage Materials:** Applicant shall comply with all requirements for storage of materials.
21. **Landscaping:** Landscaping plan to be reviewed as part of the Design Review process.
22. **Business Signs:** Signs to be reviewed as part of the Design Review process.

**Staff Recommendation:** The Board shall review the material and approve, conditionally approve, or disapprove this application based on the above-mentioned criteria.

Staff Recommends Site Plan approval with the following stipulations:

1. Per stipulation of approval for the Conditional Use Permit, applicant shall submit a drainage plan and gain approval by the Town Engineer before work begins on the property. Town will work with applicant on this issue.
2. Applicant shall comply with all lighting requirements.
3. Applicant shall comply with buffering requirements.

**Applicant:** Deni Phinney explained to the Board Members they want to create a bed & breakfast with a healing center downstairs. They are trying to create a very tranquil environment for their guests. They have plans to do an open house during the construction phase for the community.

**Questions to Staff/Applicant:** The following areas were covered during this question period. A vegetative buffer would be used as well as around the garbage area. No trees will be moved. There will be 14 guest rooms, 1 suite, 1 ADA guest room and 2 public restrooms/ADA. The parking lot area will use decomposed granite, (it will stabilize the soil and allow water to perk down). Rainwater will be diverted to tanks. The harvesting of the rainwater utilized on the property could end up being a “learning tool” for the public. Low water trees will be used around the building and will help to cool down the temperature. The herb garden will be in the back area. Buffalo grass will be used in smaller areas, which requires low water use and handles drought and high traffic. The paths on the property will have the soil stabilization/decomposed granite. Overflow parking will be in the ball field area (per the Conditional Use Permit).

**Discussion:** Buffering does need to be increased to benefit all surrounding areas. The Board asked Staff if the decomposed granite for the parking lot could be approved? The Staff responded it could. The decomposed granite used in other areas in the community has proven to work out well and control dust.

**Action:** Board Member Foutz made a motion to approve SPR-2007-19, site plan review for The Old Schoolhouse Inn, with the following stipulations: applicant follow Staff recommendations to increase the buffering at the Northeast end of the property, applicant to work with Staff regarding submittal of a drainage plan and comply with lighting requirements. Board Member Rhoades seconded the motion. The motion passed unanimously.

### **Staff Report: Design Review**

#### **Background:**

The Community Development Department has received a Design Review application for the Old Schoolhouse Inn. The applicants plan to open a bed & breakfast Country Inn at this location, 600 First North Street. On October 10, 2006 the Town Council granted a Conditional Use Permit (CUP) to the applicants, Deni and Bill Phinney to operate a bed & breakfast Country Inn in this location.

As stated in Section 17-4-2 of 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.

The Design Review Board shall review applications for 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: Architectural Merit, Proportion, Openings, Pattern, Spacing, Entrances, Porches and Projections, Material, Texture, and Color, Roofs, Architectural Details, Accessory Features, Landscaping and Lighting.

**Staff Comments:**

**Small changes to the exterior of the building:**

- 4 windows will be cut into the North (2) and South (2) elevation where there is currently a 4” recess (highlighted in yellow on plan).
- All windows will have awnings.
- On the South side of the building they will add a small wall to create a courtyard area. The applicant also proposes to add two columns that will flank the entry walkway.
- On the East side of the building the applicants will add a balcony over the bottom entrance.
- 8” CMU block wall with stucco will be added around the Southeast corner of the property to enclose/define garden area.

**Colors**

The applicant proposes to repaint the building with two different shades of brown and add blue awnings to all windows. See Packet for color rendering.

**Landscaping**

-Staff has reviewed the proposed plant list and with the exception of the AZ Walnut and Western Catalpa trees, which can only moderately tolerate drought and water restrictions, have confirmed that they are accepted plants for this area.

**Lighting**

-The applicant will be adding light fixtures on the exterior of the building flanking each entry and next to the kitchen door, first floor North side of the building. No overhead lighting planned for parking area, however, small solar powered walkway lighting is planned throughout the entire property.

**Signs**

-The applicant is proposing a comprehensive sign program that identifies a sign to be placed on the front entrance and one on the West entrance to the property. Dimensions of signs not determined at this time. In addition they would like to place two medallions about 18”-24” wide by 16”-20” high with the Old Schoolhouse Inn logo on each column. These medallions are viewed as for more aesthetic purposes rather than advertising purposes. In addition to the above-mentioned signs, the applicant also proposes a 20 minute guest check-in parking sign that is considered a street sign – applicants will need to work with the Public Works Department regarding placement and installation of this street sign. The applicants also intend to add some identification signs titled “Nurse’s Office” and “Kitchen” or “Broiler Room” to be located at entrances at the North and East side of the building.

**Other**

-The applicant also proposes to place a flagpole on the property. Location has not been determined at this time. Per Town Zoning Code, flagpole must not exceed 35 feet in height. Future garage and workshop will come before this Board for design review when applicant is ready to build.

**Recommendation:**

Staff recommends that the Board review the material and approve, conditionally approve, or disapprove this application based on the above-mentioned criteria.

**Applicant:**

Deni Phinney explained to the Board Members the following: color shades being used on the building (non-reflective), the block wall in the Southeast corner of the property to enclose/define the garden area, a 25 ft. flagpole to be put up, a total of three flags to be flown, (Federal, State and Earth) and taken down at sunset. They intend to use as many natural products as possible to be environmentally friendly.

**Questions to Staff/Applicant:** The following areas were covered: The signage to “locate” the Inn itself will be an off-premise sign. The guest room doors will have chalkboard insert/panels. Quite time for the Inn will begin at 10:00 p.m. They would like to have light fixtures by guest room doors for late night check-ins. Walkways would use low voltage lighting to downcast and not intrude on anyone else. The applicant will put together a comprehensive sign package at a later date.

**Discussion:** The Board Members had some parking concerns and striping for the lot. It was indicated that there would in fact be enough parking for guests and event parking. Applicant could possibly use their “medallion” theme to indicate “guest” parking areas. The Board wanted to see a variation of the exterior color that was presented. Applicant will go to the State Historic Preservation Office and ask about preserving this status (with the changes that will be made). The Board stated the Inn would be a welcome addition to the Town of Clarkdale. The 8” CMU block wall stated in “Staff Comments” was discussed. The applicant actually wanted an 8 ft. CMU block wall added around the Southeast corner of property. It was noted that applicant would work with Staff regarding the CMU block wall to meet the Town Ordinance of 4 ft.

**Action:** Board Member Foutz made a motion to approve DRB-2007-45, design review plan for The Old Schoolhouse Inn, with the following stipulations: applicant to swatch additional color choices on the exterior of the building for Board Members to view, sign package to come back to the Board, a 25 ft. flag pole to be placed at the Southeast corner, three 4x3 flags were approved and must be down at sunset, the parking stripes outline be brought back to the Board and applicant to work with Staff regarding the CMU block wall to meet the Town Ordinance of 4 ft. around the Southeast corner of the property. Board Member Rhoades seconded the motion. The motion passed unanimously.

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Arsenic Building, 89-A Tank, Site Review Approval of Landscape Plan.**

**Staff Report/Background:**

The applicants are jointly submitting the design for the arsenic building and the landscape plan for the 89-A tank site because at this point the tank site is dedicated town property and the arsenic building once built will also be dedicated to the Town. Steve Burroughs, the Public Works Director, drew the landscape plan with the intent to soften the look of the tank and the building but to also make both accessible for maintenance purposes. The plants used are on the Town’s plant list. The building is a 20’ by 40’ slump block building with a 3 in 12 pitched gable roof. The building will be painted the same color as the tank and the roof will be construction grade shingles in a dark brown color. The building itself will have solid window looking areas spaced on both sides. They will have a protruding sill and frame look, but will be solid block except for one louvered area for air intake and exhaust. The intent is to help the building blend into the area. The building houses the arsenic tanks. The roof area will have skylights for light and to remove for maintenance.

**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:** Brian Nicoll & Greg Freeman (Empire). They stated they tried to make the buildings have a more residential look and were designed to keep a “low” profile rather than “stand out”.

**Questions directed to Staff/Applicant:** The Board asked if the lighting issues met the Town of Clarkdale’s standards? The Staff stated it did.

**Discussion:** The east elevation with skylights and faux windows were discussed. The split face block wall and bands on the tank were discussed. The Board suggested having some color contrast on the lower area of the tank, upper two bands a darker color. The Board felt the faux windows should be eliminated, as they did not provide an aesthetically pleasant appearance.

**Action:** Board Member Foutz made a motion to approve the Site Review Landscape Plan for the Arsenic Building, with the following stipulations: applicant to work with Staff regarding color changes and change in the texture, and the faux windows to be eliminated. Board Member Rhoades seconded the motion. The motion passed unanimously.

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

-Clarkdale Minerals

**AGENDA ITEM: ADJOURNMENT:** Board Member Rhoades made a motion to adjourn the meeting. Board Member Foutz seconded the motion. The motion passed unanimously. The meeting adjourned at 8:20 p.m.

**APPROVED BY:**

**SUBMITTED BY:**

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Charles Scully  
Chairperson

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Vicki McReynolds  
Administrative Assistant