

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, OCTOBER 10, 2007, AT 6:00 P.M. IN THE CLARKDALE LIBRARY BUILDING, 39 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, October 10, 2007, at 6:00 p.m. in the Clarkdale Library Building, 39 N. Ninth Street, Clarkdale, AZ.

Board Members:

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| Chairperson | Charles Scully | Present |
| Vice Chair | Marsha Foutz | Present |
| Board Members | Dennis Rhoades | Present |

Staff:

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|--------------------------------|-------------------|
| Community Development Director | Sherry Bailey |
| Planner II | Normalinda Zuniga |
| GIS Technician | Guss Espolt |

Others in Attendance: Jim Spears, Dennis & Geri Branaman, Ron Black, Soledad Barjas, Stan & Lynn Makow, Karen Maddy, Barak Speed, Prisca Moreland.

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

AGENDA ITEM: ROLL CALL: The Planner II called roll.

AGENDA ITEM: MINUTES: Consideration of the Special Meeting Minutes dated September 26, 2007. Board Member Rhoades motioned to approve the minutes of September 26, 2007. Board Member Foutz seconded the motion. The motion passed unanimously

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson reported there will be a Verde Valley Housing Task Force Meeting on October 25th at 12:00 p.m. at the Yavapai County Building. Board Member Foutz noted there will be a workshop at Mingus High School regarding Greywater Harvesting.

Staff Report: There will be a Boards & Commissions Conference on December 7th. Staff will contact Board Members and Commissioners to see who would like to attend.

AGENDA ITEM: PUBLIC COMMENT: Jim Spears, Verde Highlands, LLC, showed pictures of street signs that have been compiled. The street signage was approved a month ago.

NEW BUSINESS:

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-2007-48 Design Review for new signage on front of building at 1151 W. Hwy 89-A, Parcel Number 406-26-313A, Titan Trucking.

Staff Report: Background:

Mr. Barak Speed owner of Titan Trucking has submitted an application for design review for a sign to be placed on the east side of his building visible from Hwy 89-A. The material of the sign is vinyl, colors

and graphics as shown on pictures provided in packet. The proposed sign complies with the Town of Clarkdale Zoning Code. Section 7-3 F states: No one use may utilize more than a total number of three (3) on-premises signs in conformance with this code (under canopy signs shall not count toward the maximum) per street frontage, and provided that no one use shall exceed a maximum of four (4) on-premises signs.

Staff Recommendation: The Board may choose to approve, approve with stipulation or deny this application. Staff recommends approval.

Applicant: Mr. Barak explained the signage: the size, location and the plywood that is there currently will be painted the same color as the building, then the sign over it. He referred the members to the pictures that were provided.

Questions to Staff/Applicant:

The Board Members received clarification from the applicant the material used for the sign, location and color.

Discussion: The Board stated they would rather see the plywood beneath the sign painted white.

Action: Board Member Foutz made a motion to approve DRB-2007-48 sign request as proposed by Barak Speed of Titan Trucking, with the stipulation that the plywood beneath the sign be painted white. Board Member Rhoades seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTIONS: DRB-2007-49-Design Review for The Newstand, front entrance, located at 911 N. Main Street, Parcel Number 400-03-161.

Staff Report:

Prisca Moreland is the applicant and the owner of The Newstand bar, located within the Clarkdale Historic District at 911 N. Main Street. Mrs. Moreland is seeking Design Review approval for changes she would like to make to the exterior of her building. The applicant is attempting to comply with the Smoke Free Arizona Act by providing a separate area for smokers to utilize while frequenting her establishment.

Mrs. Moreland would like to remove the door, windows and knee high wall that face Main Street and replace them with a security door with screening, and security bars with screening (see renderings and photos in your packet). After discussing these alterations with the Arizona Department of Health Services, these alterations do meet the Smoke Free Arizona Act requirements. Mrs. Moreland's property is listed as a contributing building within the Clarkdale Historic District which received designation in 1998. Changes to the building may result in compromising its integrity and therefore no longer considered a contributing building in the Clarkdale Historic District.

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 with 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.

Design Review Board
October 10, 2007

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 & PROJECTIONS, MATERIAL-TEXTURE & COLOR, ROOFS, ARCHITECTURAL DETAILS, ACCESSORY DETAILS, ACCESSORY FEATURES, LANDSCAPING AND LIGHTING.

Applicant:

Prisca Moreland explained the renderings that were submitted to the Board Members in their packets. The screen door will be for exiting only. Prisca offered the Board Members to stop by and see her place.

Discussion:

After discussing the proposed front entrance as it related to the renderings provided, the Community Development Director stated the Building Inspector can look at the building and see if there are any other possible alterations to be considered as compared to what has been presented this evening.

The Board Members agreed this agenda item, (The Newstand), front entrance, located at 911 N. Main Street, be continued to the next Design Review Board meeting.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTIONS: DRB-2007-50/SPR-2007-20 Design Review and Site Plan Review for The Highlands Wastewater Treatment Package Plant.

Staff Report: Background:

The Highlands Development Agreement calls for the construction of a Class A Wastewater Treatment Plant that can accommodate the residential and commercial areas within this development. This plant is to be the bridging plant until the Town of Clarkdale finishes construction of our new treatment plant. At that time this plant will become a backup emergency plant for this side of Clarkdale or the Plant will be removed.

This is a Class A treatment plant and the treated effluent will be used on the parks within The Highlands, the landscaping for the commercial areas and as a backup it will be piped to the cemetery. The holding and treatment tanks are buried at the site. There are two percolation ponds on site for use if the site during a storm, the system is inundated and cannot process the water quickly enough. The Highlands group will have management of this plant and will be held accountable for control of the site including managing any standing water that may be in the ponds.

There is one building, 34' X 16', to be built on the site. The chemical storage for treatment is located at one end and the building houses a small work area/office, utility and a wash area. The site is to be fenced with six foot cedar fencing with landscaping on the outside of the fencing. At this time the landscaping has not been determined. The landscape choice is waiting for input from the Public Works Director since this will ultimately be a Town facility. Any plantings will be kept low and will be on the Town approved plant list.

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.

- Utilization of the Site: Building Placement, Building Entrances, Building Orientation
- Traffic Access & Parking: Adequacy of the Road System and Access into the Site, Access way location and spacing, Internal Vehicular Circulation
- Pedestrian Access
- Storm Water Management
- Erosion Control
- Water Supply
- Sewage Disposal
- Utilities
- Natural Features
- Groundwater Features
- Groundwater Protection
- Water Quality Protection
- Hazardous, Special and Radioactive Materials
- Capacity of the Applicant
- Solid Waste Management
- Floodplain Management
- Exterior Lighting
- Buffering
- Noise
- Storage Materials

Design Review

The criteria listed below are the standard by which proposed building design is evaluated.

ARCHITECTURAL MERIT, PROPORTION, OPENINGS, PATTERN, SPACING, ENTRANCES-PORCHES & PROJECTIONS, MATERIAL-TEXTURE & COLOR, ROOFS, ARCHITECTURAL DETAILS, ACCESSORY FEATURES, LANDSCAPING, 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 stipulations be included:

- 1. All exterior lighting must meet the Town of Clarkdale lighting codes.**
- 2. The landscape plan must meet the Public Works Director's recommendations.**
- 3. A mosquito abatement plan must be submitted to the town for approval.**

Staff: Staff gave background on the history of the project. One issue that was raised with this development of 240 homes was the Town wouldn't be able to handle sewage of this amount for the homes. Applicant was directed to install a temporary sewer plant until the Town sewer system was upgraded and able to handle the new development. Now the Town has decided that it may be in the Town's best interest to keep the plant and use as a back up for this part of the town.

Applicant: Jim Spears explained the difference between a Package Plant vs. Waste Water Treatment Plan. A Package Plant is removable. The pump house is to be below grade and is the control building. All tanks are below the ground. Design of the control building will be stucco with a sloped roof. The access of the building will be off Mescal Spur. The pond is not a settling pond, it is a percolation pond.

Questions to Staff/Applicant:

Following are responses from questions of the Board:

- The neighbors have been notified only by a posted sign. (The Board asked that a presentation be given to the neighbors).
- Lighting at night will be only at the control building.
- A 6 foot cedar fence will keep people out of the ponds. (The fence does go all the way to the ground).
- As far as other residents in Mescal Spur being hooked up, the Community Development Director discussed the idea of a facilities district.
- The plants use for commercial purposes can't be answered at this time.
- There is a backup generator at the plant in case the power goes out.
- Applicant showed residents access road coming off Mescal Spur
- Some resident's concern was to soften the look/impact of the cedar fence.

Ron Black-1575 Cholla: Had concerns about the pump house measurements.

Answer from Applicant: 8 feet in height and 30' long X 16' wide

Soledad Barjas: Asked applicant when there is a problem, is that when the plant will be used?

Answer from Applicant: The Town's plant is not going to be ready by the time this development occurs, so this temporary plant will be in place to handle this development's wastewater.

Stan Makow-820 Mescal Spur: This is a temporary plant, when will this be removed?

Answer from Applicant: This is an indefinite use.

The Community Development Director commented on the landscaping: The Town wants to be actively involved in the landscaping as the Town will be maintaining it. The landscaping plan will come before the Board at a later date.

Discussion:

Following areas were noted:

- Shingle roof possibly to be brown
- Stucco will be tan
- Only security lighting on the control building
- Building will not be visible by surrounding neighbors
- Fence to be natural cedar

Action: Board Member Foutz motioned to approve SPR-2007-20 noting that the visible left 6 foot cedar fence is rounded on top and exterior of the fence has velvet mesquite, with other landscaping to be determined in the future. The gate will be cedar slats. Board Member Rhoades seconded the motion. The motion passed unanimously. Board Member Foutz motioned to approve DRB-2007-50 as designed with the brown roof, tan stucco and not visible from the street. Board Member Rhoades seconded the motion. The motion passed unanimously.

AGENDA ITEM: ELECTIONS: For Chairperson and Vice Chairperson.

Board Member Foutz motioned to elect Board Member Scully as Chairperson. Board Member Rhoades seconded the motion. Board Member Scully accepted the nomination and was elected unanimously. Board Member Rhoades motioned to elect Board Member Foutz as Vice Chairperson. Chairperson Scully seconded the motion. Board Member Foutz accepted the nomination and was elected unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS:

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 7:35 p.m.

APPROVED BY:

SUBMITTED BY:

Charles Scully
Chairperson

Normalinda Zuniga
Planner II