MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, MAY 7, 2014, AT 6:30 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 7, 2014, at 6:30 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

BOARD MEMBERS:

Chairperson	Robyn Prud'homme-Bauer	Present
Vice Chairperson	Marsha Foutz	Present
Board Members	Kerrie Snyder	Present
	John Stevenson	Present
	Mike Garvey	Present

STAFF: Community Development

GIS/Planner II	Guss Espolt
Senior Planner	Beth Escobar

Others in Attendance: Nate Wagner, Erina Koch, Dustin Coressel, Richard Lynch, Drake Meinke and Ralph Clemmer.

1. **AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:30 p.m.

2. **AGENDA ITEM: ROLL CALL**: The GIS/Planner II called roll.

3. **AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of April 2, 2014.** Board Member Snyder motioned to approve the Regular Meeting Minutes of April 2, 2014. Board Member Garvey seconded the motion. The motion passed unanimously.

4. **AGENDA ITEM: REPORTS:**

   Chairperson & Member's Special Events Report: Board member Foutz reported she attended the first annual Poker Run. She stated it went very smoothly and was good for business.

   Staff Report: The Poker Run was a successful event. Senior Planner Escobar talked about the Verde River @ Clarkdale Community Workshop to float ideas for the Verde River on May 9th from 8:30 a.m. to 4:30 p.m. in the Men's Lounge. This workshop will help identify potential recreational use and possible improvements at two river access points along the Verde River – Tuzigoot and Lower TAPCO.

   In about three weeks the Kiosks Drake Meinke has been working on should all be up.

   Staff read Chapter 17 Boards and Commissions, Section 17-1-3 Vacancies and Removal of Members, B, to the Board regarding members missing meetings.

5. **AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE minutes**. **There was no public comment.**

NEW BUSINESS

6. **AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-090870 – A request for a wall sign for Nate's Cowboy Café, located at 1481 State Route 89A - Mr. Nate Wagner.

Staff Report:

Background:

Mr. Nate Wagner has submitted an application to Design Review for a wall sign for Nate's Cowboy Cafe, a business located at 1481 State Route 89A.

1. The proposed wall sign will be 18 oz. industrial vinyl with UV rated ink used on commercial billboards; the average life span of the sign material is 5 to 7 years. The size of the proposed wall sign is 4' x 30', 120 square feet. "Nate's" font is "Papyrus" and the letter size is 1.5' x 4.5'; colors will be white with black shadow. "Cowboy Cafe" font is "IFC Railroad" and the letter size is 3' x 22.5'; colors will be white with black shadow. (See attached photos.)

2. Wall sign method of attachment will be 2" x ¼" lag bolts through brass grommets every 24" and will be attached directly to the building. Wall sign will be framed with a custom 1" x 4" dark brown wood frame.

3. The proposed wall sign will be illuminated with four fully-shielded gooseneck exterior light fixtures to be mounted on the eaves at a distance of 5' apart. The lights will be mounted so all light will reflect against the building and ground. (See attached photos.)

Staff Analysis

Pertinent Design Guidelines as reviewed by DRB on 02/06/2013

1. ***No more than three different fonts should be used in the text for the sign.*** The proposed sign has (2) fonts and does not exceed the suggested font counts.

2. ***Sign should have no more than 50 percent opacity. Dark background colors are preferred.*** The proposed sign complies with the new criteria, featuring a color mural.

3. ***Signs should be non-reflective.*** The proposed sign has no reflectivity.

4. ***Signs should be readable from the closest major road.*** The readability of the sign complies with the new criteria.

WALL SIGN

Zoning Code Chapter 7, Section 7-8 P. Permitted Signs. Wall Signs: Applicant's wall sign complies with this code.

1. ***Maximum number equals one per approved wall area. An approved wall area, per Definitions, Chapter Two of the Town of Clarkdale Zoning Code is a wall facing a public street or containing the primary public access.*** The proposed wall sign will be visible from State Route 89A and complies with the sign count.

2. ***Maximum height equals top of wall to which affixed.*** Proposed wall sign complies.

3. ***Maximum projection from wall surface equals 18 inches, with a minimum clearance of 9 vertical feet if located over a public right-of-way.*** Proposed wall sign is not located over public right-of-way. Application complies.

4. ***See Section 7-9 of this Code for maximum sign square footage.*** The property's linear street frontage is 255' so the total square feet of allowable sign area is 382.5. The existing monument sign is 48 square feet this leaves a total of 344 square feet of signage available. The proposed wall signage is 120 square feet which is within the maximum allowed, leaving a remainder of 214.5 square feet of signage.

Zoning Code Chapter 7, Section 7-8 S. 1. Permitted Signs. 89A Overlay District: Applicant's wall sign complies.

1. ***Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed eight feet in height and monument signs shall be no greater than four feet in height.*** Proposed wall sign complies.

Zoning Code Chapter 8 Outdoor Lighting Code Section 8-7 N Lighting Requirements: Proposed sign lighting complies with this code.

> ***N. Lighting used for all externally illuminated signs shall conform to all restrictions of this ordinance, shall be fully shielded, and shall be turned off at 10:00 p.m. or at the close of business whichever is later.***

Staff Recommendations
Having met all code requirements, staff recommends the signage as presented be approved with the following stipulations:

1. All signage shall be installed as reviewed and approved by the Design Review Board.

Applicant Presentation: The applicant stated with 89A signs is an issue and wants to pull Jerome in.

Questions to Staff / Applicant: The Board asked about the sign in the back of truck which the applicant has out since opening the restaurant. Staff stated we have been working with the applicant to make this sign go away. Applicant has contacted the adjacent property owners and will be bringing an application forward to the Board for an off premise sign. The Board asked if the property next to him is going to be cleaned up. The applicant said the fountain side can be cleaned up.

Discussion: The Board liked the background of the sign and in this case the white works well.

ACTION: Board Member Foutz motioned to approve DRB-090870 – A request for a wall sign for Nate's Cowboy Café, located at 1481 State Route 89A as presented with the following Staff stipulations:

1. All signage shall be installed as reviewed and approved by the Design Review Board.
2. The applicant shall diligently work with staff to resolve the truck sign issue.

Board Member Garvey seconded the motion. The motion passed unanimously.

7. **AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-090875–A request for three wall signs and a replacement monument insert for Olsen's Grain, located at 1171 State Route 89A.

Staff Report:
Background:

Mrs. Erina Koch has submitted an application to Design Review for three wall signs and a replacement monument insert for Olsen's, a business located at 1171 State Route 89A.

1. The proposed wall signs will be located as follows: one on the entrance at 100" x 32.5", and two on the sides of the building at 72" x 23.5"; sign material will be routed from 3mm dibond. Graphics will be digitally printed on 3M premium IJ 170 with gloss laminate. Colors will consist of a burgundy circle outlined with blue and white background; "Olsen's" letters will be blue letters with a black shadow. Additional text will be black. (See attached photos.)

2. Wall signs method of attachment will be six to twelve 2" #10 screws through the dibond sign face and will be attached directly to the building fascia.

3. The proposed monument sign inserts are 42" x 60" (same size as existing). (See attached photos.)

Staff Analysis

Pertinent Design Guidelines as reviewed by DRB on 02/06/2013

2. ***No more than three different fonts should be used in the text for the sign.*** The proposed sign has (2) fonts and does not exceed the suggested font counts.

2. ***Sign should have no more than 50 percent opacity. Dark background colors are preferred.*** The proposed signs comply with the new criteria.

3. ***Signs should be non-reflective.*** The proposed signs have no reflectivity.

4. ***Signs should be readable from the closest major road.*** The readability of the signs comply with the new criteria.

WALL SIGN

Zoning Code Chapter 7, Section 7-8 P. Permitted Signs. Wall Signs: Applicant's wall signs comply with this code.

5. ***Maximum number equals one per approved wall area. An approved wall area, per Definitions, Chapter Two of the Town of Clarkdale Zoning Code is a wall facing a public street or containing the primary public access.*** The proposed wall signs will be visible from State Route 89A and comply with the sign count.

6. ***Maximum height equals top of wall to which affixed.*** Proposed wall signs comply.

7. ***Maximum projection from wall surface equals 18 inches, with a minimum clearance of 9 vertical feet if located over a public right-of-way.*** Proposed wall signs are not located over public right-of-way. Application complies.

8. ***See Section 7-9 of this Code for maximum sign square footage.*** The property's linear street frontage is 177' so the total square feet of allowable sign area is 265.5. The proposed signs = 51.31 square feet; this leaves a total of 214.19 square feet of signage available. The proposed signage is within the maximum allowed.

Zoning Code Chapter 7, Section 7-8 S. 1. Permitted Signs. 89A Overlay District: Applicant's wall signs comply.

2. ***Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed eight feet in height and monument signs shall be no greater than four feet in height.*** Proposed wall signs comply.

Zoning Code Chapter 8 Outdoor Lighting Code Section 8-7 N Lighting Requirements: Existing lighting complies with this code.

> ***N. Lighting used for all externally illuminated signs shall conform to all restrictions of this ordinance, shall be fully shielded, and shall be turned off at 10:00 p.m. or at the close of business whichever is later.***

Staff Recommendations
Having met all code requirements, staff recommends the signage as presented be approved with the following stipulations:

1. All signage shall be installed as reviewed and approved by the Design Review Board.

Applicant Presentation: Applicant stated the main reason they are changing the logo is to comply with company requirements and consistency.

Questions to Staff/Applicant: None.

Discussion: The Board liked the new logo and it makes sense regarding the change.

ACTION: Board Member Snyder motioned to approve DRB-090875–A request for three wall signs and a replacement monument insert for Olsen's Grain, located at 1171 State Route 89A with the Staff stipulation,

1. All signage shall be installed as reviewed and approved by the Design Review Board.

Board Member Stevenson seconded the motion. The motion passed unanimously.

8. **AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-090876–A request to add a Sidewalk Café to the front of the building and two wall signs located at 921 Main Street, Suites A2 & A3 – Verde River Adventures.

Staff Report:
Background:

Mr. Dustin Coressel has submitted an application to the Design Review Board for a sidewalk café and two wall signs for a new business located at 921 Main St. Suites A2 & A3.

On March 14, 2012 Resolution #1388 "The Sidewalk Café Permit Code" was approved and created a new Section 4-16: General Provisions Sidewalk Café Permit in the Zoning Code Chapter 4. The purpose of the section is to promote general economic development, protect the public health, safety and general welfare and protect the atmosphere of the Town for the benefit of all

businesses, citizens and visitors.

The proposed sidewalk café will consist of three 3.5' round tables and six simulated wicker chairs to be placed 1' foot from the street, leaving a 5.4' public right of way complying with the American Disabilities Act (ADA) 5' required clearance. In front of the building will be three flower pots filled with drought tolerant plants to be determined at a later date. All tables and chairs will be brought in at the close of business. No stanchions are submitted as the business will not be serving alcoholic beverages. (See attached photos.)

The proposed wall signs will be digitally printed graphics laminated to a 1/8" Diabond metal sheeting. The sign on Suite A2 will be 60" x 30"; sign has a sky blue background with "Verde River Adventure Center" in red letters outlined in yellow and includes the company logo. The sign on Suite A3 will be 35" x 30"; sign is a detailed graphic logo (please see attached photos). Wall sign method of attachment will be four #8 screws across the top and across the bottom and will be attached directly to the wood trim above the storefront. (See attached photos.)

Staff Analysis

Pertinent Design Guidelines as reviewed by DRB on 02/06/2013

3. ***No more than three different fonts should be used in the text for the sign.*** The proposed sign has (1) font and does not exceed the suggested font counts.

2. ***Sign should have no more than 50 percent opacity. Dark background colors are preferred.*** The proposed sign complies with the new criteria, featuring blue and white lettering.

3. ***Signs should be non-reflective.*** The proposed sign has no reflectivity.

4. ***Signs should be readable from the closest major road.*** The readability of the sign complies with the new criteria.

WALL SIGN

Zoning Code Chapter 7, Section 7-8 P. Permitted Signs. Wall Signs: Applicant's wall sign complies with this code.

9. ***Maximum number equals one per approved wall area. An approved wall area, per Definitions, Chapter Two of the Town of Clarkdale Zoning Code is a wall facing a public street or containing the primary public access.*** The proposed wall sign will be visible from the primary public access and complies with the sign count.

10. Maximum height equals top of wall to which affixed. Proposed wall sign complies.

11. Maximum projection from wall surface equals 18 inches, with a minimum clearance of 9 vertical feet if located over a public right-of-way. Proposed wall sign is not located over public right-of-way. Application complies.

12. *See Section 7-9 of this Code for maximum sign square footage.* The parcel's linear street frontage is 184.5 square feet so the total square feet of allowable sign area to be used by business on the parcel is 276.75. The proposed signs = 20 square feet; this leaves a total of 256.75 square feet of signage available for business on this parcel. The proposed signage is within the maximum allowed.

Zoning Code Chapter 4, Section 4-16 Sidewalk Café Permit.

C. **Permit required and fees:** *An annual permit issued by the Town to operate a sidewalk cafe is required and may be issued only to a business that holds all current Federal, State and local licenses required to operate said business wishing to establish a sidewalk cafe on the public or private property directly adjacent to the business to be used by the general public.* **Applicant has been informed and will purchase a Sidewalk café permit before implementing further actions on premises.**

D. **Furniture:** *Use furniture and any other objects of such quality, design, materials, and workmanship that are approved or otherwise authorized by the Design Review Board, including but not limited to barriers, umbrellas, chairs, and tables made of fire retardant and/or pressure treated materials and that can be properly secured/weighted to withstand strong winds. Umbrellas, chairs or tables with advertising, signage or other writing on them are not allowed.* **Tables and chairs will be pulled in at closing and no advertising exists on proposed tables and benches.**

E. **Signage:** *One temporary, single-sided sign not exceeding six square feet in area, non-illuminated and displayed at a height not exceeding four feet, shall be permitted. The wording of such temporary sign shall be limited to the name of the business operating the sidewalk cafe and may state the items and prices of food offered for sale. The temporary sign shall be placed within the permitted area and shall not be placed on the adjacent building or on any permanent structure and shall be displayed only while the sidewalk cafe is open and operating. The following types of signs and decorations are prohibited: Signs painted or lettered on banner-type material; moving, fluttering and flapping pennants, flags, balloons and similar decorations.* **No additional signage has been requested per this application. One temporary sign is permitted with payment of the sidewalk café permit.**

F. **Hours:** *Sidewalk cafes may operate during the regular business hours of the restaurant operating the sidewalk cafe, but no later than 11:00 p.m. No orders for food and/or*

beverages shall be taken after 10:00 p.m. for service at the sidewalk cafe. **Applicant's business hours are 7:00 AM to 5:00 PM at this time.**

G. Lighting: ***Lighting shall be that from the existing business or street lamps. For safety reasons, no extension cords or free standing temporary lighting will be permitted. Battery operated lights attached to the umbrella poles so as to minimize impact on dark skies and adjacent properties will be permitted.*** **Applicant has been informed of this portion of the code and has no intention of adding lighting at this time.**

H. Other restrictions:

1. ***No outdoor cooking of any type is permitted within the sidewalk cafe area.***

2. ***No amplified music is permitted within the sidewalk cafe area. Single acoustic instruments such as a guitar will be allowed so long as musicians have a contractual arrangement with the owner.***

3. ***Liquor Service. Each sidewalk cafe serving alcoholic beverages shall provide all services in compliance with relevant local, state, and federal laws, including but not limited to the compliance with State Liquor License requirements and the verification of the legal drinking age of all patrons. No alcoholic beverages shall be removed from the sidewalk cafe in which they were served. Food service shall be available at all times commensurate with alcohol service. The operator of the sidewalk cafe shall comply with all barriers as may be required with an extension of premises of the relevant liquor license.*** **The applicant does not hold a liquor license.**

4. *Health Codes Compliance. Each sidewalk cafe shall ensure compliance with all applicable County Health Codes and obtain any necessary extension/expansion permits required by the County.*

5. *Trash removal. The operator of the sidewalk cafe shall ensure all trash is removed from the sidewalk cafe area at the close of operating hours daily.*

6. *Sidewalk Cafe Location Restrictions. The cafe shall not block or restrict the sidewalk to less than applicable Americans with Disabilities Act (ADA) requirements or block the ingress/egress to any building. Also, no items shall be placed so as to block any doorway, driveway, crosswalk, or counter service window. Clearances should take into consideration nearest immovable object on the sidewalk.*

7. *Smoking. The availability of smoking areas shall be in compliance with applicable federal, state and local laws.*

8. *Any outdoor heating devices need Fire District and Building Official review and approval.* The applicant is aware of these other restrictions and shall comply.

I. Indemnity & Liability: *As part of the permitting process set forth herein, any person or entity receiving a permit set forth herein shall execute an indemnity agreement indemnifying and releasing the Town of Clarkdale, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever. The Town shall not be liable to any permittee or any license holder for any damage, loss, inconvenience, business interruption, demolition, loss of business.* The applicant is aware of the Indemnity & Liability obligations and shall comply.

Staff Comments:

Staff believes the Sidewalk Café mirrors the quality and integrity of the Town Business District.

Staff Recommendations

Having met all code requirements, staff recommends the signage and Sidewalk Cafe as presented be approved with the following stipulations:

1. Applicant will purchase a Sidewalk Café permit before implementing further actions on premises.
2. All signage shall be installed as reviewed and approved by the Design Review Board.

Applicant Presentation: The applicant wants to get the signage up and is willing to work with all stipulations. They feel the Sidewalk Café will be a great addition to the business.

Questions to Staff/Applicant: The Board asked if there will be chalk board signs and the applicant stated they will be doing specials and using chalk.

Discussion: The Board felt the signage looked good and the Sidewalk Café will add a nice touch to the front of the business. Staff stated we do not have guidelines for watering plants in planters.

ACTION: Board Member Foutz motioned to approve DRB-090876–A request to add a Sidewalk Café to the front of the building and two wall signs located at 921 Main Street, Suites A2 & A3 – Verde River Adventures with the following Staff stipulations:

1. Applicant will purchase a Sidewalk Café permit before implementing further actions on premises.
2. All signage shall be installed as reviewed and approved by the Design Review Board.

Board Member Garvey seconded the motion. The motion passed unanimously.

9. **AGENDA ITEM: DISCISSION & POSSIBLE ACTION:** DRB-090868-A request for a fence and a brew kettle for the Copper Art Museum, located at 849 Main Street.

Staff Report:

Background:

Mr. Drake Meinke has submitted an application to the Design Review Board for a fence and a brew kettle to be placed at the Copper Art Museum, a business located at 849 Main St.

The proposed fence will be 386.5 linear feet to be erected around the existing fence and flag pole. Fence height will be 8' same as existing fence, with 48" sections to display an architectural trellis. The fence cement footings will be 16" wide and 32" deep. Materials consist of wood, painted iron to match current iron fencing and hand railing and travertine block to be set in a non-reflective metal grating. (See attached photos.)

A drought-tolerant rose, Lady Bank's Rose (Rosa banksiae) is to be planted at each 48" section of block style fencing. (See attached photos.)

The proposed brew kettle will be 15' tall with an additional 3' to be buried; the brew kettle will be 12' in diameter. A fence the same style as the existing hand railing will be 38" tall, 22' in diameter with a 5' paver area for foot traffic.

Zoning Code Chapter 11, Section 11-4, A. 1-12 Review Criteria for Design Review Approval:

A. *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:*

1. ***ARCHITECTURAL MERIT:*** *The architecture and design shall be visually compatible with the buildings, structures and places to which it is related.* The architectural design is of the same character as the building.

2. ***PROPORTION:*** *The relationship of the width of the building or structure to its height shall be visually compatible with the buildings, structures and places to which it is related or shall be maintained as original whenever feasible.* The highest point of the fence is 8 feet.

3. ***OPENINGS:*** *The relationship of the width of the windows and doors, to the height of windows and doors in the building shall be visually compatible with buildings, structures and places to which it is related.* There are no windows.

4. ***PATTERN:*** *The relationships of solids to voids in a facade of a building or structure shall be visually compatible with buildings, structures and places to which they are related.* The proposed fence and brew kettle architectural designs are of the same character as the Copper Art Museum.

5. ***SPACING:*** *The relationship of the building to the open space between it and the adjoining buildings shall be visually compatible to the buildings, structures and places to which it is related.* The proposed fence and brew kettle have been strategically placed to present added interest to the Copper Art Museum.

6. ***ENTRANCES, PORCHES AND PROJECTIONS:*** *The height, projection, supports and relationship to streets and sidewalks, of entrances, porches, awnings, canopies and balconies of a building shall be visually compatible to the buildings, structures and places to which it is related.* The exterior accents are compatible to the Copper Art Museum.

7. ***MATERIAL, TEXTURE AND COLOR:*** *The materials, textures and colors of the facade of a building shall be visually compatible with the predominant materials, textures and colors used in the buildings and structures to which they are related.* The fence exterior accent and materials compliment the adjacent Copper Art Museum.

8. ***ROOFS:*** *The roof shape and materials of a building shall be visually compatible with the buildings to which it is related.* Not applicable.

9. ***ARCHITECTURAL DETAILS:*** *Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.* The architectural details are compatible with the Copper Art Museum.

10. ***ACCESSORY FEATURES:*** *Garages, carports, sheds, enclosures, walkways, stairways, and landings shall be visually compatible with buildings and structures to which they are related.* The travertine block walkways relate well with the existing Copper Art Museum.

11. ***LANDSCAPING:*** *Landscaping shall be visually compatible with the landscaping around the buildings, structures and places to which it is related.* The landscape depicted in the design proposed by the applicant is in keeping with the existing landscaping.

12. ***LIGHTING:*** *Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties.* No lighting is indicated.

Zoning Code Chapter 9, Landscape Design Standards section 9-8, Plant List: *A list of approved plants for use in landscape design. This is not an all-inclusive list, but any major deviation will have to be approved by the Design Review Board.* Staff has researched the Lady Bank's Rose (Rosa banksiae) from the Arizona Municipal Water Users Association and found that the proposed plant; not being on the Towns approved plant list is a low water tolerant plant.

Staff Comments:

Staff has researched the Lady Bank's Rose (Rosa banksiae) from the Arizona Municipal Water Users Association. The proposed plants not being on the Town's approved plant list, is a low water tolerant plant and complies with the intent of water conservation.

Staff Recommendations
Having met all code requirements, staff recommends the fence and brew kettle as presented be approved with the following stipulations:

1. The fence and brew kettle shall be installed as reviewed and approved by the Design Review Board.

2. Fence concrete footings and installation shall be inspected by the Town of Clarkdale Building Official.

Applicant Presentation: Applicant gave a short history about the brew kettle to the Board and explained about the fence as it relates to the kettle referencing the pictures and diagrams the Board Members received in the meeting packets.

Questions to Staff/Applicant: The Board was concerned about the security of the brew kettle and the applicant stated the Town has great security.

Discussion: The Board liked the fence and thought it will fit in with the existing style of the property.

ACTION: Board Member Garvey motioned to approve DRB-090868-A request for a fence and a brew kettle for the Copper Art Museum, located at 849 Main Street with the following Staff stipulations:

1. The fence and brew kettle shall be installed as reviewed and approved by the Design Review Board.

2. Fence concrete footings and installation shall be inspected by the Town of Clarkdale Building Official.

Board Member Snyder seconded the motion. The motion passed unanimously.

10. **AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-090877 –A request for approval of a sign package for BC Land Group's new office at 917 Main Street – Mr. Ralph Clemmer.

Staff Report:
Background:
BC Land Group, owners of Mountain Gate Subdivision, has leased the bottom floor of the office building located at 917 Main Street. This will be their administrative offices and a sales office for homes and property within the Mountain Gate Subdivision. BC Land Group has created a subsidiary company, Newgate Homes, LLC, to process all sales for the Mountain Gate Subdivision. They have created two separate logos to brand their business: Newgate Homes at Mountain Gate and BC Land Group.

The current tenants of the building at 917 Main Street, Mingus Construction, will continue to occupy the upstairs level of the building.

Staff Analysis

Pertinent Design Guidelines as adopted by DRB on 02/06/2013

4. ***No more than three different fonts should be used in the text for the sign.*** Three different fonts are used in the sign package to help differentiate between the different entities. This meets the guideline.

2. ***Sign should have no more than 50 percent opacity. Dark background colors are preferred.*** The projecting sign is approximately fifty percent opaque.

3. ***Signs should be non-reflective.*** The proposed signage has no reflectivity.

4. ***Signs should be readable from the closest major road.*** The projecting sign, window sign and portable sign will be readable from both vehicles and pedestrians along Main Street.

Pertinent Code

PROJECTING SIGN
Zoning Code chapter 7, Section 7-8 I. Permitted Signs. Projecting Signs: The proposed projecting sign complies with this code.

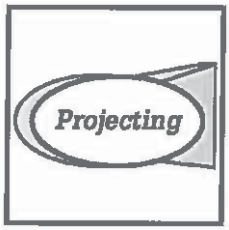
The applicant is proposing a projecting sign to be located above the western most window at 917 Main Street. The projecting sign will be hung from a black iron frame. The frame will have a 40-inch wide top piece and be affixed to the brick wall with a 20-inch long iron bracket. It will be attached to the brick wall with three masonry wedge anchors. The sign will be a total of 36 inches long. The bottom of the projecting sign will be 9 feet from the public sidewalk.

The sign contains two segments. The top 24-inch long segment, includes the Newgate Homes at Mountain Gate logo. The lower segment, connected by black chain to the upper segment, will be 12-inches wide and contain the BC Land Group graphic. Per the sign designer and installer, the bottom section of the sign may move slightly in the wind. However the shortness of the black chain attaching this portion of the sign to the top will prevent any flapping from occurring.

The sign segments will be constructed of half-inch thick omega board with graphics on both sides. The edges will be painted black.

1. ***Maximum height equals top of wall.*** As proposed, the projecting sign will comply with this requirement. This is a two-story building and the projecting sign will be mounted well below the roof line.

2. No signage shall extend over public property except in the Central Business district and in no case shall the bottom of the sign be nearer than 9 vertical feet to grade, nor shall the leading edge of the sign be nearer than 2 linear feet to the curb. Proposal complies.



3. Maximum number equals one per business. BC Land Group is requesting only one projecting sign.

4. An agreement indemnifying the Town of Clarkdale from any liability is required if the sign projects over public right-of-way. Proposed sign will project over the public right-of-way and the requirement for this agreement is included in the recommended stipulations.

5. See Section 7-9 of this Code for maximum sign square footage. The portion of the projecting sign containing text is approximately nine square feet. This is within the maximum allowable square footage for this property.

Zoning Code chapter 8 Outdoor Lighting Code Section 8-7 N Lighting Requirements: No lighting is proposed.

WINDOW SIGNS

The applicant is proposing two vinyl window signs to be located on the two windows west of the entry door, one with the Newgate Homes at Mountain Gate logo (40 inches by 20 inches = 5.50 square feet) and one of the BC Land Group logo (40 inches by 18 inches = 4.95 square feet). These signs will be placed on the lower third of the window area to align with the existing Mingus Contractor Sign. The total square footage of the proposed windows signs is 10.50.

Zoning Code chapter 7, Section 7-8 Q. Window: The (2) window signs comply with this code.

1. ***No more than fifty percent of the window shall be used for signage.***
   The proposed vinyl signage will cover approximately one-third of each window.

2. ***No more than 25% of the allowable window signage shall be illuminated.***
   No illumination is proposed.

MAXIMUM SQUARE FOOTAGE FOR COMMERCIAL USES

The total street frontage for this property is 30 feet. This would allow a maximum of 45 square feet of signage per Section 7-9 of the Sign Code. Dividing this maximum in half for the two occupants, BC Land Group has a total of 22.5 square feet of signage available.

Both the projecting sign and window sign count towards this maximum. The total of this signage combined is 19.50 square feet which is within the maximum allowable.

PORTABLE SIGN

Zoning Code Chapter 7 Sign Code Section 7-8 H Portable Signs applicable code: The portable sign complies with this code.

1. ***Permitted in the Commercial and Central Business Districts with the following restrictions:***

Maximum size is six (6) square feet. Portable sign is (6) six square feet.

Information on signs shall be current. The proposed portable sign shall identify the sales office at 917 Main Street.

Signs shall be of sufficient weight and durability to withstand wind gusts and storms so as not to blow over or become airborne. The proposed portable sign will have an under-mounted sandbag counter weight.

One portable sign is allowed per business. Only one proposed portable sign is submitted.
One five (5) foot wide pedestrian passage way must be maintained around signs on a public sidewalk. The portable sign will be located on the public right of way and applicant shall assure minimum 5-foot ADA aisle width is maintained.

No attachments to a portable sign are permitted. Proposed portable sign has no attachments.

Portable signs shall be displayed only during the posted hours the business is open. Proposed portable sign will anchored on the bottom with a weight.

Possible Actions
The Design Review Board may approve the signage submitted, conditionally approve
The signage with stipulations, or deny the application as filed.

Staff Recommendations

Having met all code requirements, staff recommends the signage as presented be approved with the following stipulations:

1. All signage shall be installed as reviewed and approved by the Design Review Board.

Applicant Presentation: Applicant discussed his request for the sign package per the materials Board Member's received in their meeting packet.

Questions to Staff/Applicant: The applicant explained to the Board how the sign will be hung referencing the information that was in the meeting packets.

Discussion: The comment was made by Vice Chair Foutz the projecting sign doesn't fit the Commercial District. Staff stated the sign is designed to get people off the street and into the office. They have created a logo to represent their real estate business. Board Member Snyder stated she likes the signs and that they work for a sales office; it's simple and you can read it.

ACTION: Board Member Snyder motioned to approve DRB-090877 –A request for approval of a sign package for BC Land Group's new office at 917 Main Street with the following Staff stipulations:

1. All signage shall be installed as reviewed and approved by the Design Review Board.

Board Member Garvey seconded the motion. The motion passed with four Ayes and one Nay. **Board Members Prud'homme-Bauer, Snyder, Stevenson and Garvey were Aye and Board Member Foutz was Nay.**

11. **AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-090878.A –A request for approval of subdivision sales and directional signs for Mountain Gate Subdivision – Mr. Ralph Clemmer.

Staff Report:

Background:

BC Land Group, owners of Mountain Gate Subdivision, has submitted a sign package to support their upcoming sales activity. BC Land Group has created a subsidiary company, Newgate Homes, LLC, to process all sales for the Mountain Gate Subdivision. They have created two separate logos to brand their business: Newgate Homes at Mountain Gate and BC Land Group.

The proposal includes a variety of signs to be placed within the subdivision. The signs will contain the Newgate Homes at Mountain Gate logo. Text on the signs will vary to indicate directions to the sales office, parking, and provide contact information.

On-Site Subdivision Advertising and Directional Sign:

Regulations for on-site subdivision signage is found in Section 7-8.N.3:

On-Site Advertising and Directional:

a. Maximum height shall equal 10 feet. *The signs proposed all comply with this requirement. The maximum sign height of sign #1 at the entrance and sign #5 at the parking area for the sales office is 8 feet. The other signs will vary from 5.5 feet to 7 feet in height.*

b. The edges of all signs shall be boxed. *The signs proposed will all be boxed with a plastic material. A sample will be presented at the meeting.*

c. Such signs shall be maintained until such time as 95% of the lots in the subdivision are sold, or the sales office closes, whichever occurs first. *The applicant is aware of this requirement and staff will monitor compliance.*

d. Such signs shall not be located nearer than 50 feet from a lot containing an occupied residence. *The applicant is aware of this requirement and staff will monitor compliance.*

The application includes a banner (sign #6) for the proposed temporary sales office. This will only be used if the sales office is installed. A temporary sign permit will be required.

The application also includes a sign announcing the location of the future recreation facility. This sign is subject to all of the above regulations.

The Board should be aware the informational text and arrows on the directional signs may vary depending on the final location of the signs. The applicant is considering an alternative for sign #8 so both samples are included in the packet.

Signs #10 and #11 will go on individual lots as houses are under construction. Also, there is no sign #7 included in the package. Sign #9 is the portable sign and is discussed in DRB 090877.

The applicant has included in the sign package flags to be placed along Mountain Gate Drive. This type of signage is not permitted because they contain advertising and will not be installed. Flags without advertising would be permitted.

Possible Actions
The Design Review Board may approve the signage submitted, conditionally approve the signage with stipulations, or deny the application as filed.

Staff Recommendations
Having met all code requirements, staff recommends the signage as presented be approved with the following stipulations:

2. All signage shall be installed as reviewed and approved by the Design Review Board.
3. All signage shall be maintained and repaired or replaced when necessary.
4. All signage shall be removed when 95 percent of lots in the subdivision are sold.
5. All signage shall be located at least 50 feet from the nearest lot line of a property with an existing residence.

Applicant Presentation: Applicant discussed his request for the signs per the materials Board Member's received in their meeting packet.

Questions to Staff/Applicant: The Board stated the sample is white and wanted to know if they will be white. The applicant stated they will be black. The signs will be dimensional. It was mentioned by the Board no signs have the BC Land Group on them. Applicant asked if they could do blank flags and Staff said that is an Administrative Review process and to bring in the request to the Community Development Department. The Board wanted assurance from the applicant they will bury the flags deep enough. The applicant stated they will.

ACTION: Board Member Garvey motioned to approve DRB-090878.A –A request for approval of subdivision sales and directional signs for Mountain Gate Subdivision, with the following Staff stipulations:

1. All signage shall be installed as reviewed and approved by the Design Review Board.
2. All signage shall be maintained and repaired or replaced when necessary.
3. All signage shall be removed when 95 percent of lots in the subdivision are sold.

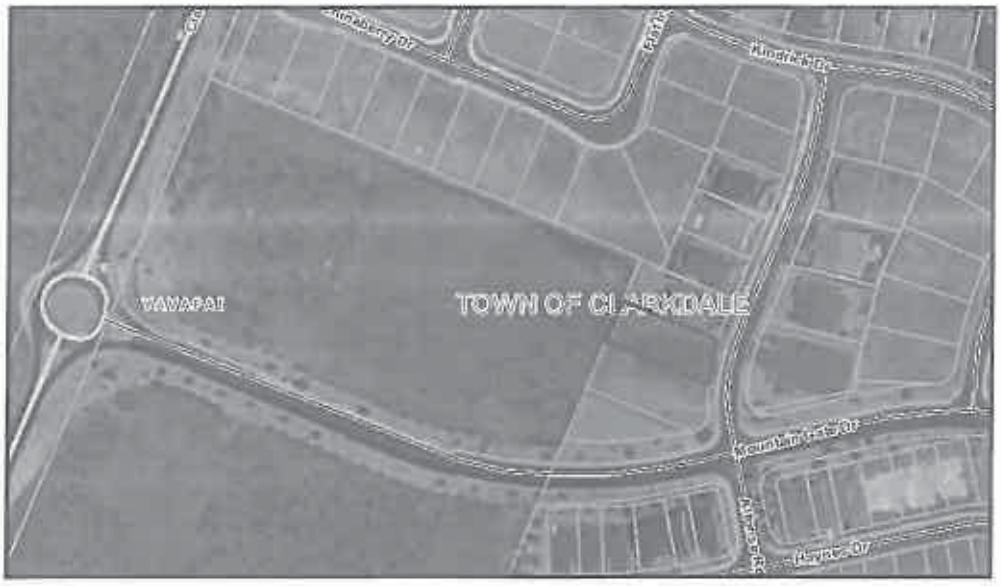
4. All signage shall be located at least 50 feet from the nearest lot line of a property with an existing residence.

Board Member Stevenson seconded the motion. The motion passed unanimously.

12. AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-090878B –A request for approval of a temporary sales office for the Mountain Gate Subdivision, 776 Alphonse Road – Mr. Ralph Clemmer.

Staff Report:
BC Land Group, owners of Mountain Gate Subdivision, intend to begin sales from their new office at 917 Main Street. Depending how things progress, they may wish to have a temporary sales office located on-site in the subdivision.

They have submitted an application for a temporary sales trailer to be located at 776 Alphonse Road in Mountain Gate.



Temporary Sales Office
The proposed building is a Weather King Portable Building. The building is a 12-foot high cabin with wood plank walls and a red tin roof. The building is 32-feet wide and is a total of 384 square feet in size.
The applicant intends to place landscaping in large pots around the front of the building.

If a restroom is provided in the cabin, it will connect to the Town's water and wastewater system.

Staff Analysis
This application is being reviewed under Section 11 of the Zoning Code as a temporary commercial building. Item 11-4.10 addresses accessory features:

Garages, carports, sheds, shall be visually compatible with buildings and structures to which they are related.

Although this is a temporary structure, the applicant has selected a model that is less intrusive then a typical sales trailer. The small, barnlike structure will not conflict with any of the existing structures. The use of landscaping will help soften the look of the temporary building.

Possible Actions
The Design Review Board may approve the temporary sales office as submitted, conditionally approve or deny the application as filed.

Staff Recommendations
Having met all code requirements, staff recommends the temporary sales office as presented be approved with the following stipulations:

1. A building permit shall be issued prior to placement.

2. Landscaping shall be in place prior to operation.

3. The temporary sales office shall be removed when 95 percent of lots in the subdivision are sold.

Applicant Presentation: Applicant discussed their request for a temporary sales office for the Mountain Gate Subdivision, 776 Alphonse Road per the material supplied in the meeting packets.

Questions to Staff/Applicant: The Applicant told the Board this is a temporary structure and the goal is to utilize it to try and sell homes.

Discussion: Following are comments made by the Board: This is a commercial building in a residential area, the temporary structure is ugly and looks like it should be on a ranch. Board Members want the temporary sales office structure to keep with the Mountain Gate color pallet.

ACTION: Board Member Foutz motioned to approve DRB-090878B –A request for approval of a temporary sales office for the Mountain Gate Subdivision, 776 Alphonse Road, with the following Staff stipulations and Board stipulation:

1. A building permit shall be issued prior to placement.

2. Landscaping shall be in place prior to operation.

3. The temporary sales office shall be removed when 95 percent of lots in the subdivision are sold.

Board Member Garvey seconded the motion. The motion passed unanimously.

13. **AGENDA ITEM: FUTURE AGENDA ITEMS:**
-Banners at the #1 Food Store – to be discussed
-Note: Board Member Snyder will be the acting Chairperson for the June meeting.

14. **AGENDA ITEM: ADJOURNMENT:** Board Member Foutz motioned to adjourn the meeting. Board Member Snyder seconded the motion. The motion passed unanimously. The meeting adjourned at 8:05 p.m.

APPROVED BY:
Chairperson
Robyn Prud'homme-Bauer

SUBMITTED BY:
Guss Espolt
GIS/Planner II