

**NOTICE OF A REGULAR MEETING
OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE**

In accordance with Resolution #215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes, **NOTICE IS HEREBY GIVEN that the Design Review Board of the Town of Clarkdale will hold a REGULAR Meeting on Wednesday, July 1, 2015, at 6:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.**

All members of the public are invited to attend.

The undersigned hereby certifies that a copy of this notice was duly posted on the Town Hall bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 22nd day of June 2015 at 8:30 a.m.

Dated this 22nd day of June, 2015 by:

Vicki McReynolds
Vicki McReynolds
Administrative Assistant II

**ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION,
UNLESS OTHERWISE NOTED.**

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **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**.
4. **MINUTES:** Consideration of the Regular Meeting Minutes of June 3, 2015.
5. **REPORTS:**
 Chairperson and Members Report:
 Staff Report:
6. **NEW BUSINESS:**

DISCUSSION & POSSIBLE ACTION: DRB-091080- A request to add a Sidewalk Café to the front of the business at 915 Main Street / Clarkdale Market, Parcel #400-03-160.

Staff Report:
Applicant Presentation:
Questions to Staff/Applicant:
Discussion:
Action:

7. **FUTURE AGENDA ITEMS:**

8. **ADJOURNMENT:**

Reasonable accommodations may be requested by contacting Town Hall at (928) 634-9591 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JUNE 3, 2015, 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, June 3, 2015, 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	Excused
Vice Chairperson	Marsha Foutz	Present
Board Members	Kerrie Snyder	Present
	Laura Jones	Present
	Mike Garvey	Present

STAFF: Community Development
GIS/Planner II

Guss Espolt

Others in Attendance: Jeff Hendricks.

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: 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.**
4. **AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of April 1, 2015.** Board Member Snyder motioned to approve the **Regular Meeting Minutes of April 1, 2015.** Board Member Garvey seconded the motion. **The motion passed unanimously.**

5. **AGENDA ITEM: REPORTS:**

Chairperson and Member Report:

-Vice Chairperson Foutz stated she went to Yavapai College Saturday and the landscaping is a "must see".

Staff Report Updates: None.

6. NEW BUSINESS

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-091061- A Design Review for fencing, directional signage, aluminum siding, and landscape plan at the Chateau Tumbleweed – 1151 State Route 89A, Parcel #406-26-313A.

Staff Report:

Background:

Mr. Jeff Hendricks has submitted an application to Design Review for fencing to provide aesthetic enclosures, aluminum siding on the covered outdoor work area, directional signage and landscape plan for a new business located at 1151 State Route 89A.

1. The proposed fencing will be 60 linear feet of 6' high cedar fence in front of the electric panels, two dumpsters, the recycling area, and the chilling unit. A 14' wide double gate will be added for entrance to the garbage and cardboard dumpsters. (See attached renderings and photos.)
2. The proposed aluminum siding will be 37.5' long and 14' down from roof line leaving a 2' 8" gap at the bottom for air flow. The aluminum siding will be on the Northwest side of the covered outdoor work area. The chilling unit will have a small roof constructed over it to protect the unit from rain. (See attached renderings and photos.)
3. The directional signage will consist of five signs. The to be approved signage on the Olsen's Grain parcel will be 20" wide x 16" tall sign the reads "Winery and Tasting Room with a directional arrow, a 20" wide x 16" tall sign that reads "Caution Watch for Cross-Traffic". At the entrance to Chateau Tumbleweed will be a 12" x 12" square sign that reads "Drive Slowly". On the fence entering the parking area will be (2) signs 16" wide x 20" tall that read "Customer Parking and Deliveries". All signage will be bolted to metal signs post and hammered in the ground at least a foot deep. Signs will be cream vinyl on aluminum with black lettering; the arrow will also be black. (See attached renderings.)
4. (8) Native trees and shrubs to be places along fence will be (2) Chinaberry, (2) Honeylocust Thornless, and (4) Flowering Plum. The trees proposed on the landscaping plan are all on the approved plant list. Most of the irrigation is usable throughout the property; some small irrigation expansions will be plumbed to trees. (See attached renderings.)

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 (1) one 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.

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.
1. ***See Section 7-9 of this Code for maximum sign square footage.*** The property's linear street frontage is 157' so the total square feet of allowable sign area is 235.5. The existing signs = 76 square feet used; this leaves a total of 159.5 square feet of signage remaining. The proposed signage is within the maximum allowed.

Calculation of remaining allowed signage space:

157 total considered linear feet x 1.5 square feet allowed per linear foot = 235.5 total square feet of signage permitted

235.5 permitted signage in square feet – 76 square feet of existing signage used per last DRB = 159.5 square feet remaining.

159.5 permitted signage in square feet – 92 square feet of requested signage per this application = 67.5 square feet remaining for additional signage.

Zoning Code Chapter 9, Section 11-4 A. 10 & 11. Accessory Features & Landscaping.

10. Garages, carports, sheds, enclosures, walkways, stairways, and landings shall be visually compatible with buildings and structures to which they are related. Applicant complies.

11. 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 submitted by the applicant preserves the natural desert environment. All new plants are from the Clarkdale approved plant list.

Staff Recommendations

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

1. Installation of the fencing and the aluminum paneling shall be inspected and approved by the Town's Building Official.
2. All landscaping must conform to ***Zoning Code Chapter 9, Section 9-8 Plant List.***

Applicant Presentation:

-Staff went over the staff report with the Board Members.

Questions to Staff/Applicant:

- The applicant stated his tree supplier had the wrong trees and that is why the proposed tree replacement.
- The applicant will be talking to ADOT regarding the weeds and the permit process. (Staff stated they will provide the applicant with ADOT contact number).
- The applicant was asked if they looked at using solar and they have - but need to look at it further.
- The applicant stated they don't think the Flowering Plum actually produces plums.

Discussion:

-The Board Members stated the signage looks good and they are excited for the new owners.

Action: Board Member Snyder motioned to approve DRB-091061- A Design Review for fencing, directional signage, aluminum siding, and landscape plan at the Chateau Tumbleweed – 1151 State Route 89A, Parcel #406-26-313A, as presented with the following Staff Stipulations:

3. Installation of the fencing and the aluminum paneling shall be inspected and approved by the Town's Building Official.
4. All landscaping must conform to *Zoning Code Chapter 9, Section 9-8 Plant List.*

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

7. AGENDA ITEM: FUTURE AGENDA ITEMS:

-Clarkdale Market Sidewalk Café Application

8. AGENDA ITEM: ADJOURNMENT: Board Member Snyder motioned to adjourn the meeting. Board Member Jones seconded the motion. The motion passed unanimously. The meeting adjourned at 6:55 p.m.

APPROVED BY:

SUBMITTED BY:

**Vice Chairperson
Marsha Foutz**

**Guss Espolt
GIS/Planner II**



STAFF REPORT

DESIGN REVIEW BOARD

Agenda Item: Discussion/possible action DRB-091080 – A request to add a sidewalk café to the front of the business on Parcel # 400-03-160 at 915 Main St. / Clarkdale Market

Staff Contact: Guss R. Espolt, Community Development GIS / Planner II

Submitted By: Syliva Bourde / Owner of the Clarkdale Market

Meeting Date: July 1, 2015

Background:

Mrs. Syliva Bourde has submitted an application to the Design Review Board for a sidewalk café for a business located at 915 Main St.

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 two 2’4” x 2’4” square metal tables and four matching metal chairs. One set of table and chairs will be placed within the 5’ foot section from the store front window and one set of table and chairs will be placed near the street, leaving a 5’ public right of way complying with the American Disabilities Act (ADA) 5’ required clearance. 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.)

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 chairs.*

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. Applicant has an approved portable sign.*

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 7:00 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 Recommendations

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

1. Annual Sidewalk Café fee must be paid.
2. Trash shall be removed from the area every day at the close of operating hours.
3. No outdoor cooking is allowed.
4. Any necessary permitted required by Yavapai County Health Department must be obtained.
5. No amplified music is permitted within the Sidewalk Café area.
6. No additional lighting is permitted.
7. Any outdoor heating devices need prior approval by the Fire District and Town Building Official.
8. Proof of current liability insurance with a rider indemnifying the Town of Clarkdale from any liability related to the Sidewalk Café must be submitted prior to commencing operation of the Sidewalk Café.

Attachments

1. Sidewalk Café layout
2. Photos of Sidewalk Café tables and chairs placement
3. Aerial view of the site

Complete the following-Print or type (all blanks must be completed, if not applicable write "N/A"):

FORMATION:

Property Address: 910 B Main St. Zoning: _____
(Attach separate sheet if necessary)

Applicant Name: Carlos Gonzalez Applicant Phone #: 928 379 10 48

Applicant's Relationship to Property Owner: Spouse

Property Owner(s) Name and Address: (Identify partners, corporation officer; specify ownership interest: fee, option, etc.)
Sylvia Bourde 511 Main St Clarkdale 86324

Type of occupancy use(s)/classification(s) of the building: Retail Store

Square footage of proposed structure (broken down by use in a mixed use project): _____

CONTACT PERSON:

Identify the person to serve as the contact person. This will be the only person notified by the Town of the meeting schedule. It will be his or her responsibility to notify the other parties who may be involved.

Name: Carlos Gonzalez
Mailing Address: P.O. Box 454 Clarkdale 86324
Phone #: 928 379 10 48

OWNER CERTIFICATION:

I certify that I am an owner and the information and exhibits herewith are true and correct to the best of my knowledge in filing this application. I am acting with the knowledge and consent of all persons in interest and understand that without the consent of all persons in interest the requested action cannot lawfully be accomplished. I give my permission for authorized officials of the Town of Clarkdale to enter the premises described in this application.

Signature: [Signature] Date: 06/08/2015

Name (Printed): Sylvia Bourde Telephone #: 928 2 84 8475

Mailing Address: PO Box 454 Town: Clarkdale State: AZ Zip Code: 86324

STAFF USE ONLY

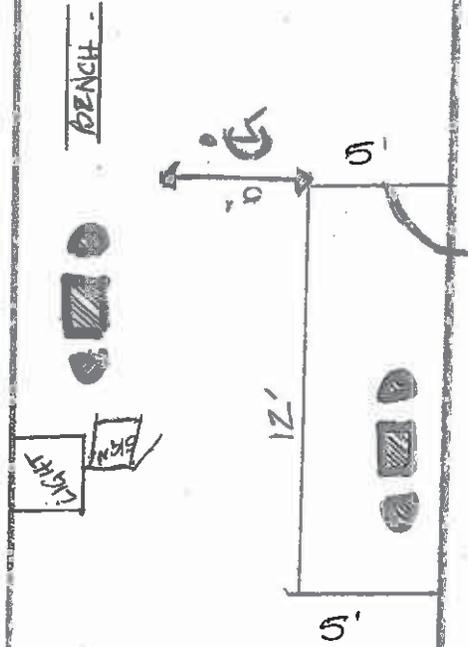
Application Accepted By: Guss/CDD/TOC Date: 6/8/15 Time: 2PM

Fee Received: \$90.00 /chk# 0013 Projected Design Review Board Date: 7/1/15

Clarkdale mkt



MAIN ST.

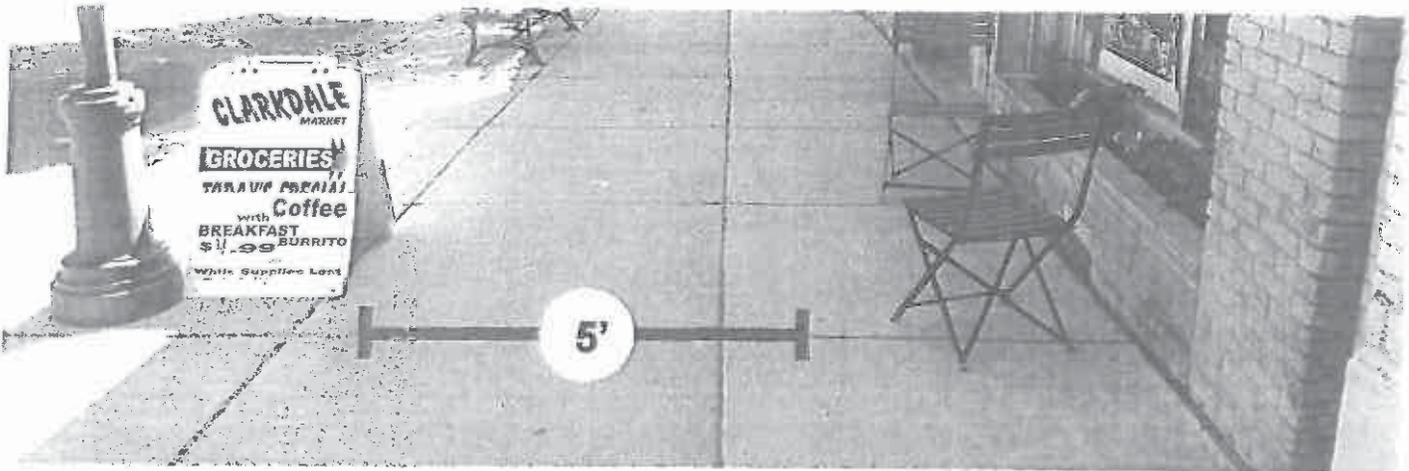


CHAIR -
TABLE

CLARKDALE MARKET

915 B NORTH HEM ST.
CLARKDALE AZ. 86024

Clarkdale Market Sidewalk Cafe



5' public right of way complying with the American Disabilities Act (ADA) 5' required clearance

(Wood Chairs are for placement only)



Two 2'4" x 2'4" square metal tables



Square Table Placement



Four matching metal chairs

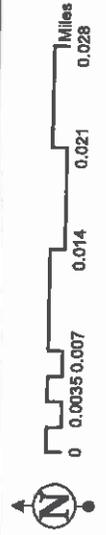


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Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNR/Airphoto, IGN, IGH, swisstopo, and the GIS User Community

G.E

April 21, 2015



Parcel# 400-03-160
915 Main Street

The Town of Clerkdale
Community Development Department
Clerkdale, AZ 85824
(928) 438-2500

