

**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, November 4, 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 28th day of October 2015 at 8:30 a.m.

Dated this 28th day of October, 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 October 7, 2015.

5. REPORTS:

Chairperson and Members Report:
Staff Report:

6. NEW BUSINESS:

a. DISCUSSION & POSSIBLE ACTION: DRB-091147 – Two proposed off-premise signs for Oovah Smoke Shop, a business located on 208 N. Sixteenth St. in the Yavapai Apache Indian Community.

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

b. DISCUSSION & POSSIBLE ACTION: DRB-091148 – A portable sign to be placed at 900 First North Street the Clarkdale Historical Society & Museum.

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, OCTOBER 7, 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, October 7, 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	Present
Vice Chairperson		
Board Members	Kerrie Snyder	Present
	Laura Jones	Present
	Mike Garvey	Present
	Aaron Midkiff	Present

STAFF: Community Development

GIS/Planner II	Guss Espolt
Senior Planner	Beth Escobar

Others in Attendance: Jeff Hendricks-Applicant, Wayne Debrosky and Art Durazo Town of Clarkdale, Cindy Emmett, Jerry Wambacher and George Benatz.

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. **WELCOME NEW MEMBER: Aaron Midkiff.** New Board Member Midkiff shared his background and was welcomed to the Design Review Board.
4. **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.**
5. **AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of July 1, 2015.** Board Member Snyder motioned to approve the Regular Meeting Minutes of July 1, 2015. Board Member Garvey seconded the motion. The motion passed unanimously.
6. **AGENDA ITEM: REPORTS:**

Chairperson and Member Report: None.

Staff Report Updates: Last week the Community Development Department staff met with Ralph Clemmer about the future application for Site Plan Review of the proposed Recreation Center in Mountain Gate. There is no application at this time.

7. ELECTIONS: Chairperson and Vice Chairperson

Board Member Prud'homme-Bauer made a motion to elect Board Member Jones as Chairperson. Board Member Snyder seconded the motion. Board Member Jones accepted the nomination and was elected unanimously.

Board Member Snyder motioned to elect Board Member Prud'homme-Bauer as Vice Chairperson. Board Member Garvey seconded the motion. Board Member Prud'homme-Bauer accepted the nomination and was elected unanimously.

8. NEW BUSINESS:

DISCUSSION & POSSIBLE ACTION: DRB-091136 – A Design Review application for shade sails over the outdoor seating area plus extended fencing in front of the processing area for Chateau Tumbleweed located at 1151 State Route 89A, Parcel # 406-26-313A..

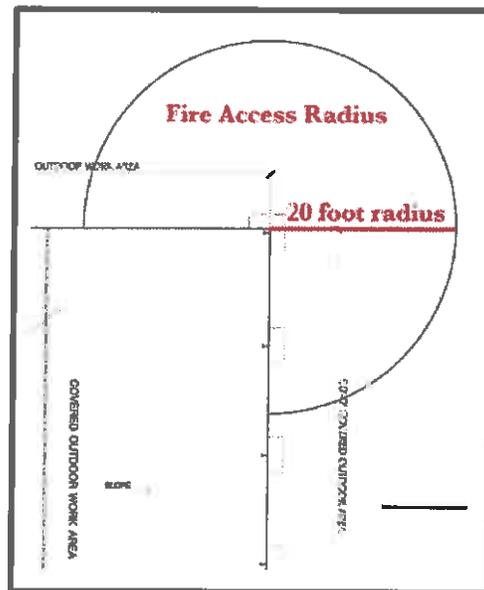
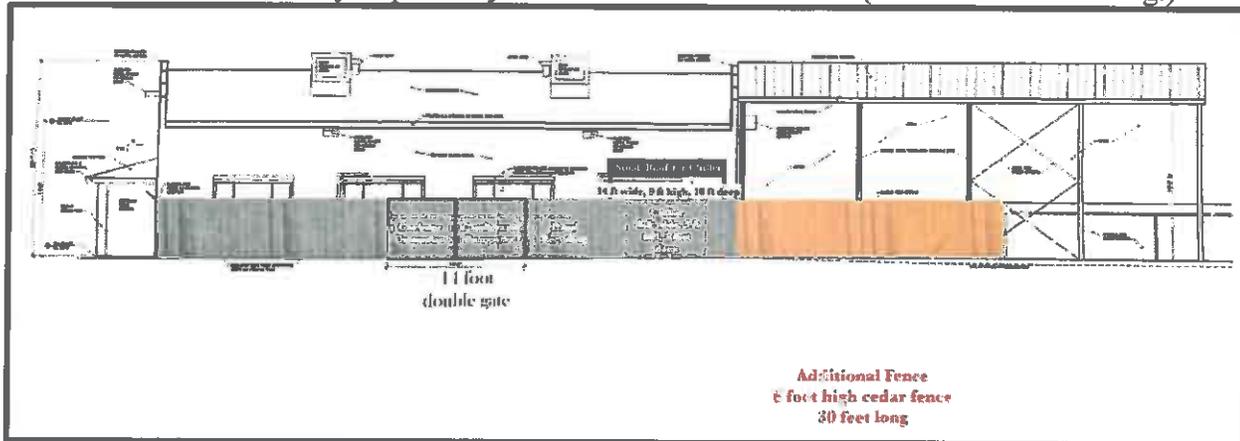
Staff Report:

Background:

Mr. Jeff Hendricks has submitted an application to Design Review for Coolaroo shade sails over the outdoor seating area. He also wishes to extend fencing previously approved at the June 3rd DRB to provide an aesthetic enclosure and to obscure the equipment and production area at Chateau Tumbleweed, the business located at 1151 State Route 89A.

1. The (4) proposed Coolaroo shade sails over the outdoor seating area will be similar in color to that of the building and surroundings (**sample of fabric will be presented at the DRB meeting.**) The (1) center 12 foot x 12 foot shade sail will be tan. The (3) shade sails will be triangular in shape 12 foot on all sides and will be light brown. The shade sails will be attached to the awning using 2" lag bolts. The other sides will be attached to 8 foot high 4x4 redwood posts attached to the existing 4" x 4" redwood posts that are mounted to the pavement in 12 places with four 4.5" concrete anchors at each post. They will be fastened to existing posts with four 8.5" by 3/8" diameter bolts. (See attached renderings and photos.)
2. The proposed fencing will be 30 linear feet of 6' high cedar fence in front of the processing area extending from the June 3rd DRB approved fencing. The extension fence is to help obscure the equipment and production area. The fence request will not impact the 20 foot radius for emergency

service accessibility required by the Clarkdale Fire District. (See attached rendering.)



Staff Analysis

Zoning Code Chapter 11, Section 11-4 Review Criteria for Design Review Approval.

'The Design Review Board shall review applications for design approval of new construction, alterations, additions, or renovations to existing buildings or structures...'

Staff Recommendations

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

1. Installation of the 30 linear feet of 6' high cedar fencing and 8 foot high 4" x 4" redwood posts for the shade sails shall be inspected and approved by the Town's Building Official.

Applicant Presentation:

The applicant explained the Coolaroo shade sails over the outdoor seating area. He also discussed the extended fencing previously approved at the June 3, 2015 Design Review Board meeting to provide an aesthetic enclosure and to obscure the equipment and production area.

Questions to Staff/Applicant:

-Question from Board Member Garvey: What is the color of the shade sails?

-Applicant Answer: Brown.

-Question from Board Member Garvey: How will you adhere the shade sails to the fascia?

-Staff Answer: The applicant will work in conjunction with the Building Code and the Town's Building Official's direction.

-Question from Board Member Prud'homme-Bauer: Have you considered any other colors?

-Applicant Answer: No, we wanted it to be an earthy color.

-Question from Board Member Midkiff: Why did you set the height at 8 feet versus 9 feet due to possible sagging?

-Applicant Answer: We thought of 8 feet but can make it 9 feet.

-Question from Staff to the Board Members: Would the Board like to make that a stipulation or a suggestion?

-Answer from the Board: A suggestion.

-Question from Board Member Garvey: Have you thought about metal posts?

-Answer from Applicant: Yes, we are thinking of metal also. We will talk to the Town's Building Official about this.

-Comments from Board: The Board is not making the metal posts a stipulation, only a suggestion. Keep the extension of the fence the same as the Design Review Board approval at the June 3, 2015 meeting.

Discussion:

The Board felt the addition of the shade sails will be beneficial to customer's seating comfort.

Action: Board Member Prud'homme-Bauer motioned to approve DRB-091136-Design Review application for shade sails over the outdoor seating area plus extended fencing in front of the processing area for Chateau Tumbleweed located at 1151 State Route 89A, Parcel #406-26-313A with the following staff recommendation:

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

2. Installation of the 30 linear feet of 6' high cedar fencing and 8 foot high 4" x 4" redwood posts for the shade sails shall be inspected and approved by the Town's Building Official.

The suggestion using metal posts will be coordinated between the Applicant and the Town's Building Official.

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

- 9. DISCUSSION: Architectural repairs on and in the Clark Memorial Clubhouse located at 19 N. Main Street, Parcel #406-06-008B.**

Wayne Debrosky, Director of Public Works and Utilities, gave an overview of the architectural repairs on and in the Clark Memorial Clubhouse. ADA improvements funded through CDBG will be completed by November 2016. Additional upgrades and improvements will be identified and put into a five year improvement plan. Superintendent Durazo provided details for the upcoming construction.

This being a discussion only, there were no actions taken.

- 10. WORKSESSION: Discussion regarding the DRAFT Clarkdale Parkway to Centerville Roundabout Focus Area Plan.**

Beth Escobar, Senior Planner, Community Development Department introduced Ida de-Blanc from the Planning Commission. Senior Planner Escobar presented a PowerPoint presentation where we (The Town of Clarkdale) were in the year 2000 and where we are today. What will we look like in 15 years was a focal point. Staff and the Board discussed methods of how to connect the new development along the corridor with the Historic Business District.

Staff will bring back a color/architectural elements board for discussion and adoption as guidelines for future development.

This being a worksession only, there were no actions taken.

- 11. FUTURE AGENDA ITEMS:**

- 12. ADJOURNMENT: Board Member Snyder motioned to adjourn the meeting. Board Member Prud'homme-Bauer seconded the motion. The motion passed unanimously. The meeting adjourned at 8:20 p.m.**

APPROVED BY:

SUBMITTED BY:

Chairperson
Laura Jones

Guss Espolt
GIS/Planner II



STAFF REPORT

DESIGN REVIEW BOARD

Agenda Item: Discussion/possible action DRB-091147 – two proposed off-premise signs for Oovah Smoke Shop, a business located on 208 N. Sixteenth St. in the Yavapai Apache Indian Community.

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

Submitted By: John Alvey / Agent for Oovah Smoke Shop.

Meeting Date: November 4, 2015

Background:

Mr. John Alvey submitted an application to Design Review for two double-sided signs to be placed on two (2) off-premise parcels owned by Mr. Ray Selna. The format of both signs are identical.

1. The two proposed signs will be 4' H x 8' W and mounted on 4" x 4" wood post so it totals 8' in overall height. Wood post will be painted black to match proposed sign.
2. Signs will be photo vinyl, "Oovah" lettering will be white outlined in speckled red, "Smoke Shop" and directional lettering will be white on the black background. (See attached rendering.)
3. The 4" x 4" sign post will be set in 2' deep concrete footings. (See attached rendering.)
4. Applicant has Letter of Approval from Ray Selna, the property owner permitting installation of signs on his property. One proposed sign is to be placed on Parcel #400-07-022 on South Broadway. The second proposed sign to be placed on Parcel #406-27-005D on State Route 89A. This sign will have to go through the ADOT permit process for off-premise advertising.
3. No lighting is proposed with this application.

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) two 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.
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.

Staff Recommendations

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

1. Installation of the sign shall be inspected and approved by the Town's Building Official.
2. Contractor shall have a current business license with the Town of Clarkdale.
3. The approval of the ADOT permit for off-premise advertising must be presented to Community Development for the sign on parcel #406-27-005D before the sign is installed.

Attachments:

1. Letter of approval from Ray Selna property owner permitting installation of signs on their property
2. Rendering of signs
3. Applicants sign placement

October 13, 2015

~~September 25, 2015~~

 Beave Creek Development Co.
and
Selna and Mongini Investments
PO Box 35
Jerome, Arizona 86331
928-301-2024

RE: Yavapai County Parcel Numbers 400-07-022 and 406-27-~~0350~~ 0050. 

To Whom It May Concern:

We are working with Siera Russell to place 2 off premise signs within the Town of Clarkdale. The locations are on the above referred parcel numbers. She is responsible to obtain all necessary permits in order to construct said signs, and have them installed at her expense.

If you have any questions, please call me at 928-301-2024 or email me at rselna0817@gmail.com.

Sincerely,


Ray Selna
Co-General Partner
Selna & Mongini, Inc.


President
Beave Creek Development Co.
an AZ Corporation

PROPOSED BACK SIDE OF SIGN

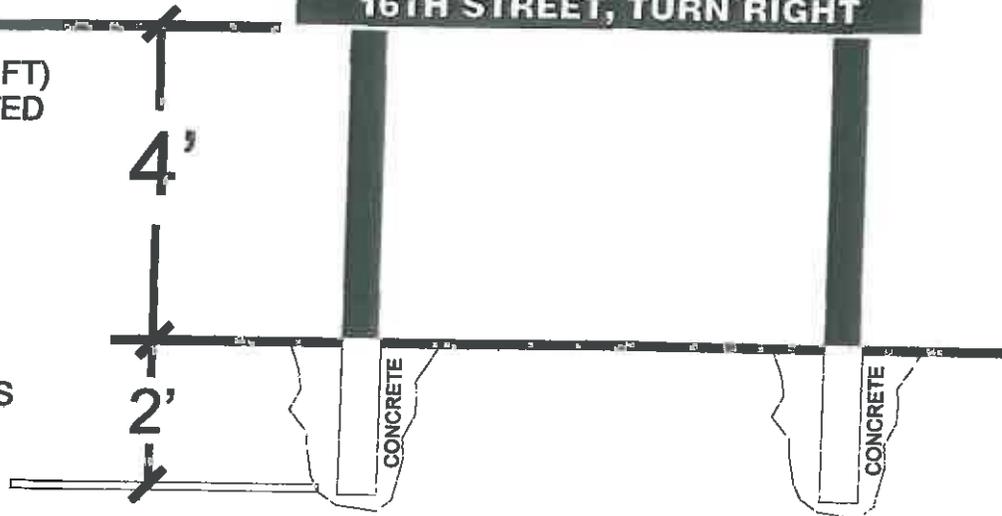


SIGN: 1/8" X 4'X8' (32 SQ FT)
ALUMILITE. VINYL PRINTED
GRAPHICS.

8' TOTAL IN OVERALL
HEIGHT.

2' X 4' INTEGRAL WOOD
FRAME SECURED W
3/16" X 3" WOOD SCREWS

4" x 4" POSTS
2' DEEP FOOTING
IN CONCRETE



Proposed Signage

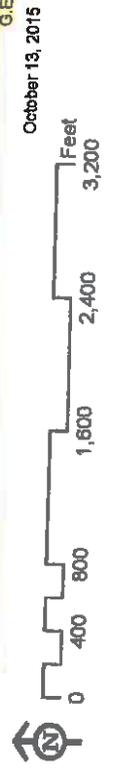
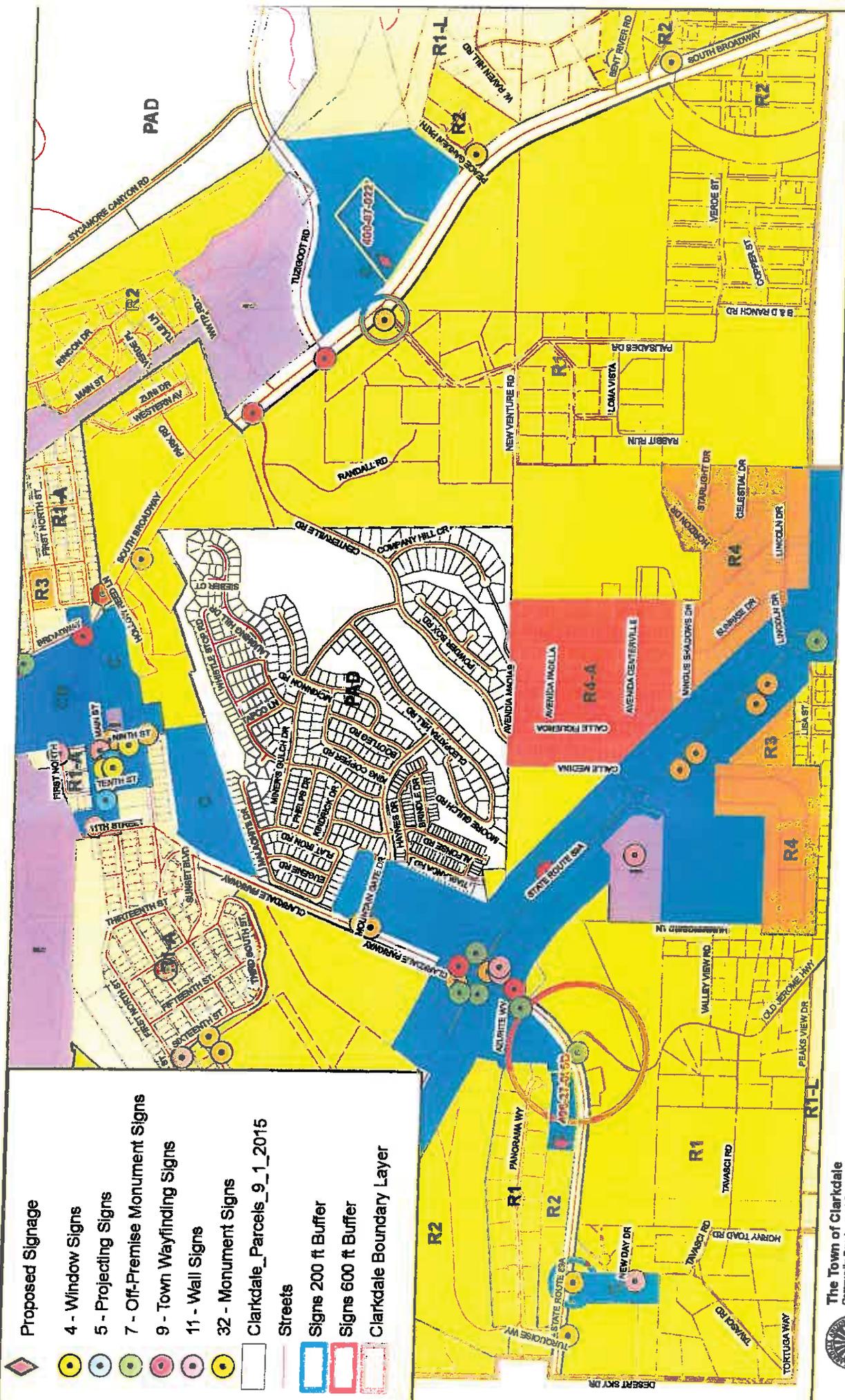
- 4 - Window Signs
- 5 - Projecting Signs
- 7 - Off-Premise Monument Signs
- 9 - Town Wayfinding Signs
- 11 - Wall Signs
- 32 - Monument Signs

Clarkdale_Parcel_9_1_2015

Streets

- Signs 200 ft Buffer
- Signs 600 ft Buffer

Clarkdale Boundary Layer



Sign Placement Options / Sign Code Ch. 7

G.E. October 13, 2015

The Town of Clarkdale
 Community Development Department
 P.O. Box 378980 Main Street,
 Clarkdale, AZ 86324
 (426) 639-2800



400-07-022

SIGN

10' FROM FENCE TO INSIDE EDGE OF SIGN

FENCE

HWY ROW

BROADWAY RD

406-27-005D

SIGN

10' FROM FENCE TO INSIDE EDGE OF SIGN

FENCE

HWY ROW

HWY 89A



STAFF REPORT

DESIGN REVIEW BOARD

-
- Agenda Item:** Discussion/possible action DRB-091148 – A portable sign to be placed at 900 First North Street the Clarkdale Historical Society & Museum
- Staff Contact:** Guss R. Espolt, Community Development GIS / Planner II
- Submitted By:** Cindy Emmett / Chair of the Clarkdale Historical Society & Museum
- Meeting Date:** December 4, 2013

Background:

Cindy Emmett has submitted an application to Design Review for a portable sign for the Clarkdale Historical Society & Museum, a business located at 900 First North St., parcel #400-06-004.

1. The proposed double sided 2 foot x 3 foot portable sign is to be placed on the 56.5” W x 43” D westside top step in front of their business. The proposed placement of the portable sign was sent to Chief Moore of the Clarkdale Fire District for review. After review Chief Moore replied, “As the sign is lite, mobile, and temporary, I do not consider it to be an obstruction of the exit. It is acceptable for them to use per Fire Code”.
2. The proposed portable sign background will be white with black letters for maximum visibility. “Clarkdale Historical Society & Museum” will be on top and “900 First North PO. Box 806 and phone number” will be on the bottom. Also on the same side of the portable sign will be a chalkboard. The opposite side of the portable sign will have headings, such as ‘Memorial Clubhouse Tour’, ‘Historical Home Tour’, ‘Guest Speaker’ or ‘Featured Exhibit’. The sign will have two channels for informational inserts that specify dates and times.
3. The applicant would like to use the proposed sign at booth events such as Clarktoberfest and fourth of July celebration.

Staff Analysis

Pertinent Design Guidelines as adopted 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 style and does not exceed the suggested font count.
2. **Sign should have no more than 50 percent opacity. Dark background colors are preferred.** The Clarkdale Historical Society & Museum 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 Clarkdale Historical Society & Museum proposed sign complies with the new criteria.

Pertinent Code

PORTABLE SIGN

Zoning Code chapter 7 Sign Code Section 7-8 H Portable Signs applicable code: The Clarkdale Historical Society & Museum portable sign complies with this code.

1. **Permitted in the Commercial and Central Business Districts with the following restrictions: Note:** The Town of Clarkdale owns the property at 900 First North St., parcel #400-06-004. The Clarkdale Historical Society & Museum opened their doors as the Clarkdale Heritage Center Museum in 2008. They entered into a Facility Use Agreement with the Town in 2011. The 900 First North St., parcel #400-06-004 is a R1-A (Single Family Residential) zoned area. The Clarkdale Historical Society & Museum are conducting business under a legal non-conforming status within the Town of Clarkdale.

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 display the daily events.

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 56.5" W x 43" D westside top step in front of their business assuring a minimum 5-foot ADA isle 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 be removed at the close of business hours.

Possible Actions

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

Staff Recommendations

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

1. Clarkdale Historical Society & Museum must keep up the appearance of the sandwich board to comply with *Zoning Code chapter 7 Sign Code Section 7-2 H. General Provisions:* Signs shall be maintained and be free of chipping paint, visible cracks or gouges, or general deterioration.
2. *One five (5) foot wide pedestrian passage way must be maintained around signs on a public sidewalk.* Staff will work with applicant to assure minimum 5-foot ADA isle width is maintained.

Attachments

1. Letter of intent
2. Text rendering of portable sign
3. Photo of the portable sign placement
4. Aerial view of the site

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

INFORMATION:

Property Address: 900 First North St. Zoning: _____
(Attach separate sheet if necessary)

Applicant Name: Cindy Emmett Applicant Phone #: 928-399-0031
Chair - Clarkdale Hist. Society Museum

Applicant's Relationship to Property Owner: N/A

Property Owner(s) Name and Address: (Identify partners, corporation officer; specify ownership interest: fee, option, etc.)
Town of Clarkdale

Type of occupancy use(s)/classification(s) of the building: Museum - Archives Downstairs

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: Cindy Emmett
Mailing Address: 974 Lanny Lane Clarkdale, AZ
Phone #: 928-399-0031

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: _____ Date: _____

Name (Printed): _____ Telephone #: _____

Mailing Address: _____ Town: _____ State: _____ Zip Code: _____

STAFF USE ONLY

Application Accepted By: Guss Espelt - CDD Date: 10/14/15 Time: 2pm

Fee Received: \$ 90.00 chk # 1466 Projected Design Review Board Date: NOV 4-15

October 14, 2015

Design Review Board

TOWN OF CLARKDALE

P. O. Box 308

890 Main Street

Clarkdale, Arizona 86324

Design Review Board,

Enclosed please find the application for a portable sign that will be used during museum business hours. The sign will be placed on the westside top step at the front of the museum building, facing south. The sign will also be used for CHSM special events that occur off-site, such as Clarktoberfest, the 4th of July Celebration, etc.

The sign background will be white with black letters for maximum visibility. One side of the sign will have a chalkboard, the other side will have permanent headings, such as, Memorial Clubhouse Tour, with a slot to slide in specific dates and times. Other headings may include: Historic Home Tour, Guest Speaker, Featured Exhibit, etc.

The sign will meet the requirements of Chapter Seven, Section 7-8, subsection H, 1, a-o of the Zoning Code.

Clarkdale Historical Society Museum Board of Directors

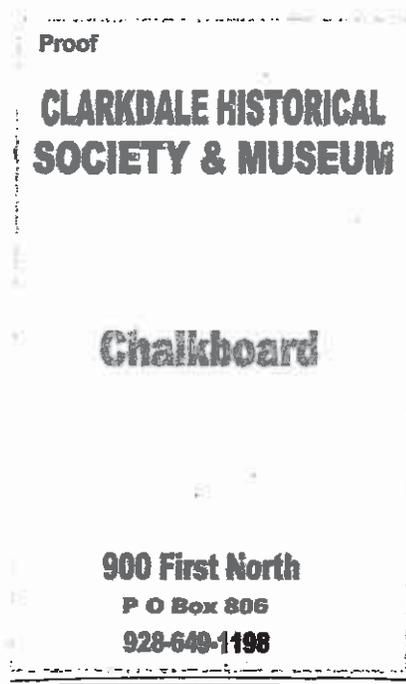
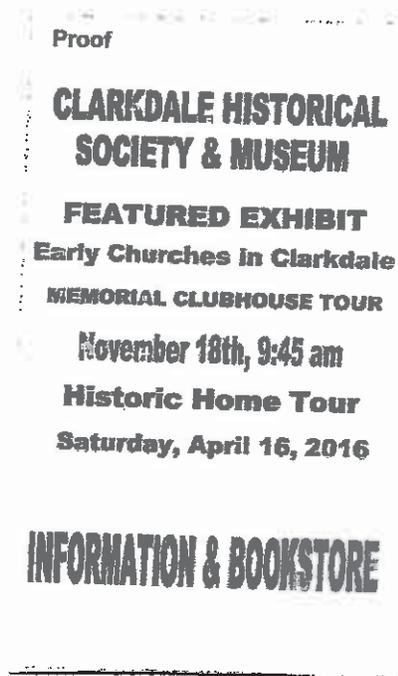
Sandwich board Portable Sign

36 inches high X 24 inches wide (6 square feet)

Double sided

One side has headings with slots beneath to hold slide in information signs

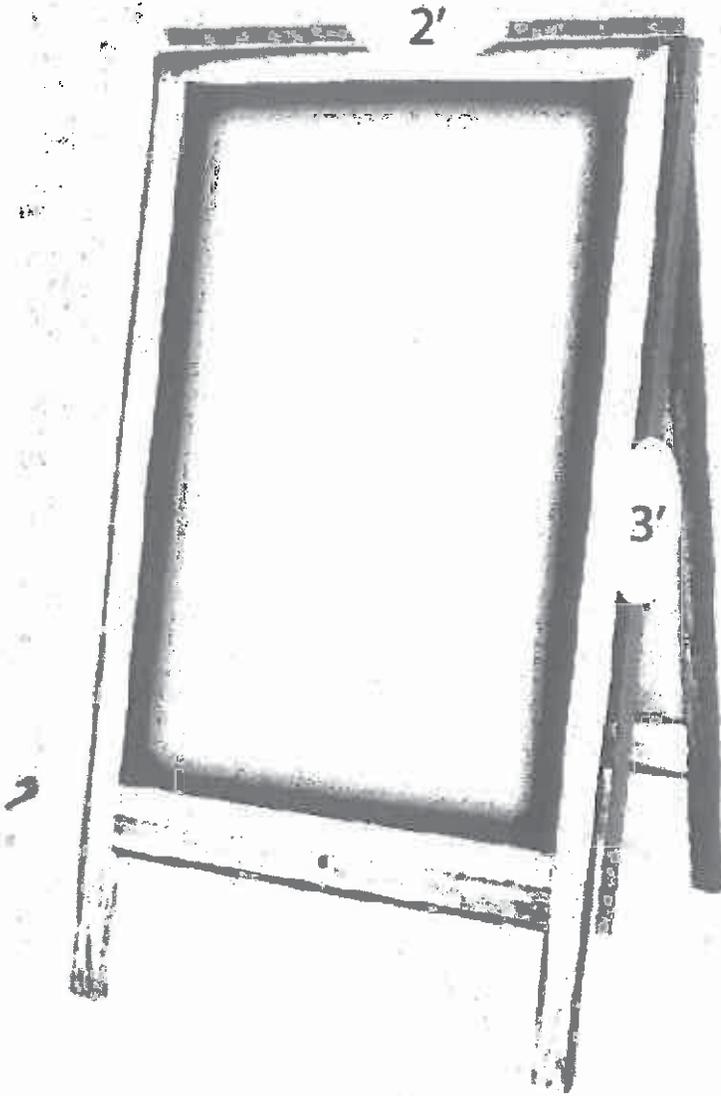
Other side has a chalk board



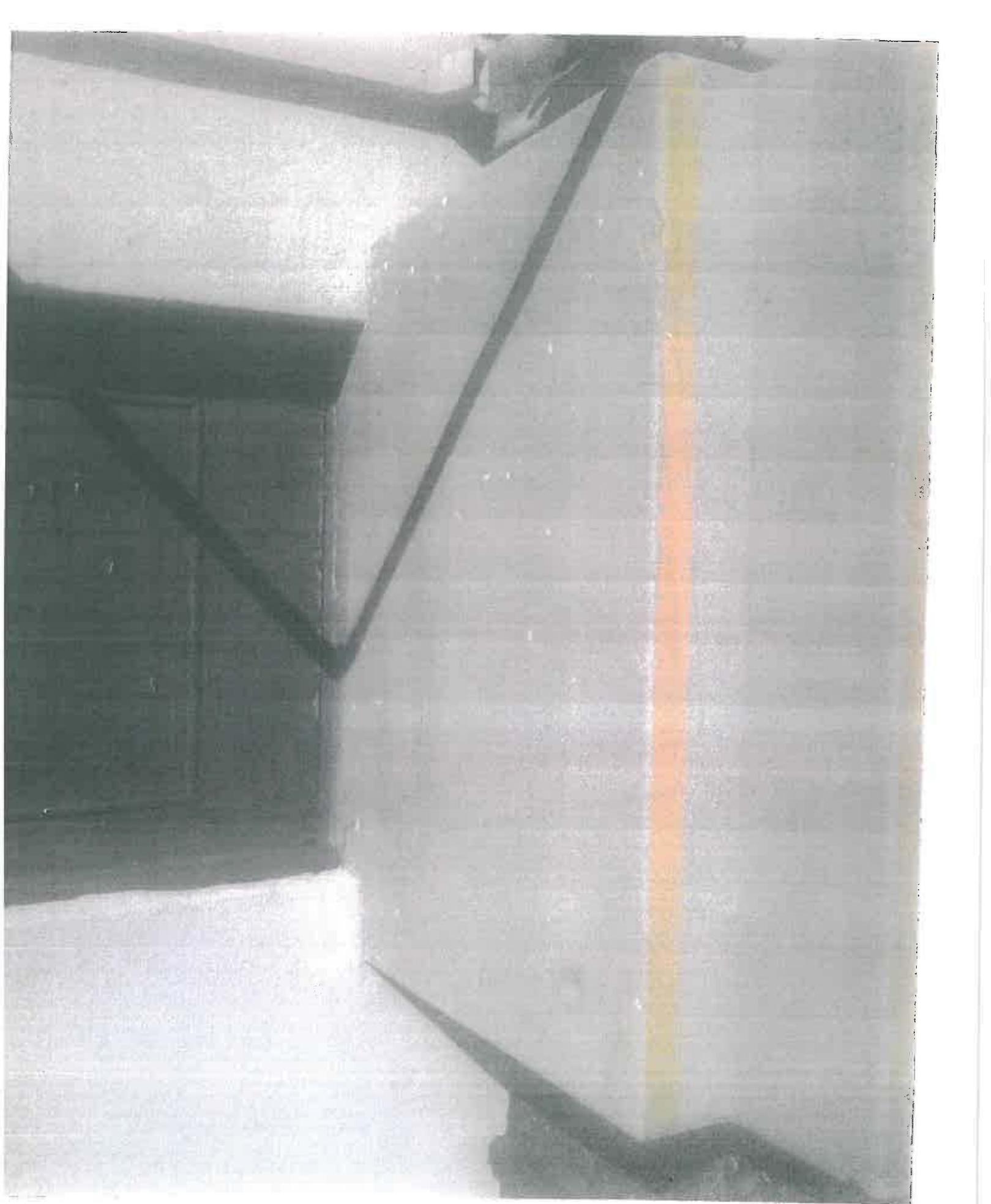
Sign will be used onsite on the westside top step during business hours. Westside top step is 56.5 inches wide and 43 inches deep.

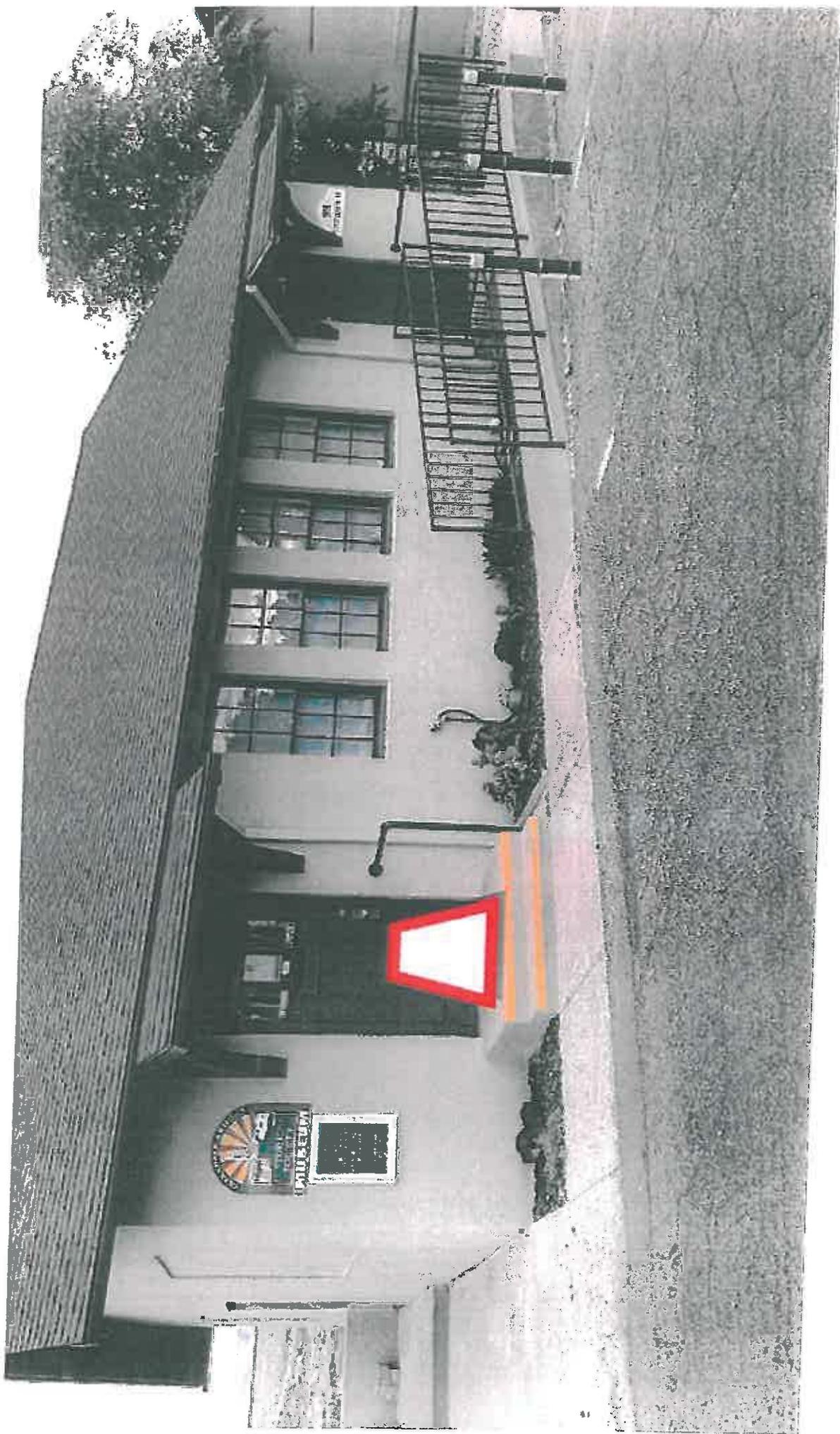
Sign will also be used for special events in our booth for events such as Clarktoberfest.

Sign will meet all the requirements of Chapter Seven of the Zoning Code, Section 7-8 Permitted Signs, H. Portable Signs, 1., subsections: a thru o.



**2' x 3' Portable Sign
Sample**







The Town of Clarkdale
Community Development Department
P.O. Box 500/500 Main Street,
Clarkdale, AZ 85304
(928) 858-2500



September 2015

Clarkdale Historical Society and Museum
900 First North
Portable Sign Application

This map has been provided for informational purposes only and is not necessarily engineering accuracy. Every effort has been made to ensure this map is as accurate as possible. The Town of Clarkdale shall assume no liability for the information contained on this map.