

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, DECEMBER 12, 2007, AT 6:00 P.M. IN THE CLARKDALE LIBRARY BUILDING, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, December 12, 2007, at 6:00 p.m. in the Clarkdale Library Building, 39 N. Ninth Street, Clarkdale, AZ.

**Board Members:**

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

**Staff:**

Community Development Director	Sherry Bailey
GIS Technician	Guss Espolt
Planner II	Normalinda Zuniga
Administrative Assistant	Vicki McReynolds

**Others in Attendance:** George F. Howard and Memi Perkins.

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

**AGENDA ITEM: ROLL CALL:** The Administrative Assistant called roll.

**AGENDA ITEM: MINUTES:** Consideration of the Regular Meeting Minutes dated November 14, 2007. Board Member Rhoades motioned to approve the Regular Meeting Minutes of November 14, 2007. Chairperson Scully seconded the motion. The motion passed unanimously

**AGENDA ITEM: REPORTS:**

**Chairperson’s Report:**

Board Member Foutz reported that “Made In Clarkdale” event was going well.

**Staff Report:** The Community Development Director told the Board Members they would receive a schedule for the General Plan update in their January packets. The Design Review Board Members are encouraged to attend future General Plan Committee Meetings.

**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 his or her comment to five minutes.

George Howard wanted to congratulate The Community Development Director on her appointment to the Northern Arizona Council of Governments.

**NEW BUSINESS:**

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-2007-53, Parcel #400-06-053E, Sign for: St. Thomas of the Valley Episcopal Church located at 601 Eleventh Street.

**Staff Report: Background:** The applicant has submitted an application for Design Review for their signage on the Southeast corner of Hwy 89-A & Clarkdale Parkway. The Episcopal Church has permission to place their sign on the land of Glenarm Land Company with the understanding that the sign will have to be removed upon request of the successor of the property or Glenarm Land Company themselves. What appears to be a conflict of off-premise signage verses the Corridor Commercial Overlay District signage - (this is a temporary sign that must be removed when the property is developed or before).

*The signage follows the sign code in the Zoning Code Chapter 7-6 0.1 Off Premise that states:*

1. *Maximum number equals one (1) per street frontage per parcel on which the sign is placed.*
2. *Maximum size of sign advertising a single use equals thirty-two (32) square feet.*
3. *Maximum size of sign advertising multiple uses equals fifty (50) square feet.*
4. *Minimum separation between off-premise signs equals six hundred (600) feet, includes signs on same or different parcels.*
5. *Minimum separation between off-premise and on-site signage equals two hundred (200) feet.*
6. *Minimum setback equals the required setback of the zone district if the parcel is developed or ten (10) feet if undeveloped.*
7. *Limited to CB, C or I Zone Districts.*
8. *50% of the signage allocated to off-premise advertising shall be deducted from the allowable on-site signage of the advertising parcel.*

*The signage also follows the Zoning Districts Zoning Code Chapter 3-14 D 89-A Corridor Commercial Overlay District that states:*

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

**Staff Comments:** In addressing the layout/design of the sign for the Episcopal Church the Design Review Board may approve the sign as submitted, conditionally approve with stipulations, or disapprove the application as filed. Staff is proposing some stipulations that we recommend if the Board approves this application.

**Recommended Stipulations:**

1. A temporary sign that must be removed when property is developed or before.

**NOTE:** Staff provided to the Board Members and applicant at the meeting a map indicating the location of two existing signs: Su Casa and Oovah Smoke Shop regarding the minimum separation between off-premise signs (600 ft). which includes signs on same or different parcels.

**Applicant:** George F. Howard stated on December 6<sup>th</sup> they surveyed the property, parcel # 400-06-053E with the County. The Su Casa sign will eventually come down and he was not aware of the 600 foot issue within the Sign Code. “The Episcopal Church Welcomes You” sign is a nationally recognized sign for the church. It is a sign that makes the statement that they are a family oriented community with values. We realize that viewing the sign might be constrained until the widening project for AZ 89-A is completed sometime in 2008.

**Questions to Staff/Applicant:**

**Following are responses to questions from the Board Members:**

- To keep within the 600 foot off-premise sign code, would indeed put the “proposed” sign off the Glenarm property.
- If Su Casa sign is removed, the “proposed” sign would fall within the 600 foot requirement/criteria.
- If the “proposed” sign was put on the Selna’s parcel (which is next to Glenarm), it would meet the criteria.
- The pole would be a standard galvanized steel pipe painted with aluminum paint for protection due to aging.
- The bracket attaches to the pole with plated bolts.
- The sign is 24” wide X 30” deep.
- The pole will be planted in the ground with a depth of 30”.
- The main sign, “St. Thomas of the Valley Episcopal Church” background is tan.

**Discussion:**

- The background color on “The Episcopal Church Welcomes You” sign finished product will be a cream white. The “information sign”- “Next To Post Office” would be better with a blue background and white letters.
- With all the future development occurring in the area, the applicant tried to research a location that would be highly visible from 89-A.
- Applicant is working the the Selnas on other areas for signage.

**Action:** Board Member Foutz motioned to approve the sign request for the St. Thomas of the Valley Episcopal Church located at 601 Eleventh Street as proposed, with the signs not being too white in color and changing the “Next to Post Office” sign background to be blue with white letters and subject to the Applicant working with Staff to meet the distance requirements for off-premise signage. Board Member Rhoades seconded the motion. The motion passed unanimously.

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-2007-54, Parcel #400-03-163, Design Review for new sign and remodel for 907 Main Street, Clarkdale Investments building.

**Staff Report: Background:** On February 14, 2007, Memi Perkins, representing Clarkdale Investments came before the Design Review Board to request approval for two wall signs and a

projecting sign for Clarkdale Investments located 907 Main Street. Staff feels that it is important to include the staff report that went to the Board because it gives background as to the previous sign requests. The February 14, 2007 staff report is below in blue.

They (Clarkdale Investments) have purchased the Antique Emporium at 907 Main Street and will be moving their financial investment business to this location. They are before the Board tonight to seek approval for Design Review of their signs. The applicant is proposing 3 signs for their business at 907 Main Street, they are as follows:

- 1 - The existing illuminated, dual faced, projecting sign measures 3' H X 5'9" W and will be replaced with a dual faced sign that reads "Clarkdale Investments"
- 1 - New sign to be placed on the face of the building measures 6" X 12" made of bronze with turquoise patina finish, will read "Clarkdale Investments"
- 1 - New sign to be placed on the face of the building measures 4" X 12" made of bronze with turquoise patina finish, will read "Drumcliffe LTD"

The Town of Clarkdale Zoning Code Section 7-6, L. states:

*L. Wall Signs*

- 1. *Not allowed on the same wall as a projecting sign.*
- 2. *Maximum number equals one (1) per approved wall area.*
- 3. *Maximum size equals:*
  - a. *In commercial and industrial districts, two (2) square feet per linear foot of approved wall area, each wall considered separately.*
  - b. *For multi-family uses, one (1) square foot per linear foot of approved wall area, each wall considered separately.*
  - c. *For single family uses, two (2) square feet.*
- 4. *Maximum height equals top of wall to which affixed.*
- 5. *Maximum projection from all surfaces equals eighteen (18) inches, with a minimum clearance of eight (8) feet if located over a public right-of-way.*
- 6. *Any one use shall not exceed two (2) wall signs.*

According to the Zoning Code no additional signs are permitted on the same wall as a projecting sign. The applicant is proposing one projecting sign and two (2) additional wall signs.

The illuminated sign meets Town Code requirements but staff would like to make the Board and applicant aware that, Section 7-6, D.5. of the Zoning Code states, "Illuminated signs must be extinguished after 9:00 p.m. or at the close of business whichever is later."

Staff Recommendations/Comments:

Staff would like to note that if the Board decides to accept all three signs for this project, and allowing more than the Zoning Code permits, the Board will be setting a precedent.

The Board unanimously approved this request with the stipulation of "...positioning the signs on the building with the least amount of damage to the bricks." The applicant is before you tonight seeking approval to add another wall sign to the building. The sign will be of same material and color as the previous approved wall signs - they are bronze with turquoise patina finish. See

**EXHIBIT-A** attached for sign size and sample. The sign will be located above the other two approved wall signs, see **EXHIBIT-B** attached.

Clarkdale Investments is also seeking approval for remodeling to the exterior of the building in the rear and the west side of the building. The applicant is proposing to cut and install 2 large clear glass windows 6' wide X 5' tall on the upper portion of the west side of the building. The applicant is also proposing to install three smaller, frosted, 6' wide X 2' tall windows on the lower portion of the west side of the building. See **EXHIBIT-C** for current view and **EXHIBIT D** for proposal.

In addition, the applicant is seeking approval for remodel designs for the rear of the building. The applicant wishes to enlarge the current window openings and replace the windows with French doors and a small balcony that will extend three (3') feet from the building, see **EXHIBIT E** for current view, **EXHIBIT F** for proposed view. The applicant has included **EXHIBIT G** to give the board a visual of the wrought iron work that they intent to utilize on the new balcony. The applicant has stated that the doors and trim will be painted to match the trim on the front of the building.

As stated in Section 17-4-2 of the Town Code:

*The purpose of the Design Review Board is to review the exterior design of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects which do not include new buildings within the Town of Clarkdale, in order to insure that new development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale, as applicable.*

*The Design Review Board shall review applications for design approval of new construction, alterations, additions, or renovations to existing buildings or structures and shall have the power to approve, conditionally approve, or disapprove all such requests. The decisions will be based on the following criteria:*

**Architectural Merit, Proportion, Openings, Pattern, Spacing, Entrances-Porches & Projections, Material-Texture & Color, Roofs, Architectural Details, Accessory Features, Landscaping, Lighting.**

**Staff Recommendations/Comments:** Staff would like to note that if the Board decides to accept an additional sign to be added to this project, therefore allowing a third wall sign in excess of what is permitted by the Town of Clarkdale's Zoning Code, the Board will be setting a precedent.

**(Approved Wall Area):** Any exterior wall facing a public dedicated street, or containing a primary public entrance/exit to the building, or facing the parking lot of the building.

**Applicant:**

Memi Perkins explained this is a review application to attach one new sign on the front of the building to reflect the name of an additional business at this location and install 2 balconies with 2 sets of French doors on the rear of the building. Two upper windows and three lower windows on the side of the building will also be installed.

The new sign will be bronze with a turquoise patina finish and match existing signs already in place. The new sign will read “Glenarm Land Company”. They want to install 2 sets of French doors the same width as the existing opening (4’2”) and the height to the existing lintel of 6’6” that open onto balconies that extend 3’ out. The balcony railing would be wrought iron and existing wooden lintels would be replaced with steel lintels. The doors would be painted to match the trim on the front of the building.

**Questions to Staff/Applicant:**

**Following are responses to questions from the Board.**

- Clarkdale Investments is one company - a brokerage.
- Drumcliffe is the holding company
- Drilling holes in the mortar for the previous signs did not pose a problem.
- The signs are a “pre-set” size upon ordering.

**Discussion:**

- The number of signs on a building was addressed regarding the existing ordinance: name plates, historic signs, etc.
- Aesthetically 3 separate signs on the building look better than “linking” them together.
- Windows are frosted on the bottom and clear on the top.
- The downspouts on the back of the building will be handled carefully for water routing purposes.
- The electric box will be placed according to safety requirements in relationship to the balconies.
- There will be no overhangs.
- Balconies will not have any lighting.

The improvement to the back of the building/alley area will bring more life and safety to the space. The building will become more functional with the proposed remodel and possibly encourage others to look at their respective alley areas.

**Action:** Board Member Foutz motioned to approve the new name plate sign for Clarkdale Investments building at 907 Main Street, as it meets the flavor of the historic nature of the area, is made of quality material that enhances the appearance of the building, is compatible with the existing signs on the pillar and does not degrade the bricks. Board Member Rhoades seconded the motion. The motion passed unanimously.

Board Member Foutz motioned to approve the remodel for Clarkdale Investments building at 907 Main Street as proposed. Board Member Rhoades seconded the motion. The motion passed unanimously.

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** Discussion and possible action on The Highlands Fence Plan Along Old Jerome Highway.

**Note:** The Verde Highlands, LLC, officially withdrew their fencing request along Old Jerome Highway due to conflicts with the final drainage design.

*DRAFT*

*Design Review Board  
December 12, 2007*

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

**-Miller's Market Sign Request**

**AGENDA ITEM: ADJOURNMENT: Board Member Foutz motioned to adjourn the meeting. Board Member Rhoades seconded the motion. The motion passed unanimously. The meeting adjourned at 7:50 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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Charles Scully  
Chairperson

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Vicki McReynolds  
Administrative Assistant