

Design Review Board
June 11, 2008

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JUNE 11, 2008, AT 6:00 P.M. IN THE CLARK MEMORIAL 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, June 11, 2008, at 6:00 p.m. in the Clark Memorial Library Building, 39 N. Ninth Street, Clarkdale, AZ.

BOARD MEMBERS:

Chairperson	Charles Scully	Present
Vice Chair	Marsha Foutz	Present
Board Members	Dennis Rhoades	Absent
	Michelle Hayman	Absent
	Josh Stackhouse	Present

STAFF:

Community Development Director	Sherry Bailey
GIS Planner	Guss Espolt
Administrative Assistant	Vicki McReynolds

Others in Attendance: Jonathan Earl/Highlands Resort, Gil Phillips/G&K Auto Wholesale.

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 May 14, 2008. Board Member Foutz **motioned to approve the Regular Meeting Minutes dated May 14, 2008.** Board Member Stackhouse **seconded the motion.** **The motion passed unanimously**

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson stated the Joint Meeting Worksession with the Planning Commission on June 5th had a good turn out and found it to be very informative.

He asked about the timeline for the new code revision to be on the website. The Community Development Director said it replaces the previous chapter, it was adopted and within approximately 15 days it becomes effective.

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Staff Report:

The Community Development Director informed the Board that Board Member Rhoades resigned his position on the Design Review Board today. This will leave an empty position to hopefully get filled.

The Planning Commission's Form Based Code Worksessions held the first Thursday of each month has an "open invitation" extended to the Design Review Board to attend. The Community Development Department will post an Agenda each month for Design Review. If there is a quorum at these worksessions, draft minutes will need to be prepared for review at the "regular" Design Review Board Meetings and forwarded to Town Hall for website posting.

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. **There was no "Public Comment" at this meeting.**

NEW BUSINESS:

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-2007-59, Design Review request for Jonathan Earl of Highlands Resort, for a kiosk to be placed on the property of the #1 Food Store located at 755 Hwy 89-A.

Background:

The applicant has submitted an application for Design Review for a kiosk to be placed on the property of the #1 Food Store, located at 755 Hwy 89-A. The intent of this kiosk is to provide tourist information, book local tours and activities and timeshare presentations for the Highlands Resorts.

The applicant has received approval to use the property for the kiosk from the owner of the #1 Food Store, Mr. John Cole. No additional parking will be necessary as the #1 Food Store already provides applicable parking. The kiosk is to be placed on the right side of the #1 Food Store entrance as seen in **Exhibit B**. The kiosk will be similar to the picture in **Exhibit A**. The dimensions will be 4' x 6' deep by 9' wide. The height will be 8'. The material will be a soft cream colored paneling, as seen in **Exhibit C**.

Staff Comments:

The applicant proposed a sign to be added to the existing #1 Food Store structure. The applicant has been informed the signage to be put on the existing building over exceeds sign quantity in the code and can't be added.

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

The signage will be blue painted wood with white vinyl lettering as seen in **Exhibit C**. The signage complies with the **89-A Corridor Commercial Overlay District which states in Section 3-14D**. *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 no greater than four feet in height.*

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NOTE: The sign code in the Zoning Code Chapter Seven 7-3-F. General Provisions states: *No one use may utilize more than a total number of three (3) on-premise signs in conformance with the Code (under canopy signs shall not count toward the maximum) per street frontage and provided that no one use shall exceed a maximum of four (4) on-premise signs.*

Recommended Stipulations:

If the Board chooses to approve this application they include the following stipulations:

Staff stipulations are the applicant must get a building permit and the kiosk structure must comply with ADA, (**ADDAAG 4.3.3 Width**). The minimum clear width of an accessible route shall be 36 inches (915 mm). If a person in a wheelchair must make a turn around, that minimum clear width of the accessible route shall be as shown in **Fig. 7(a)**.

Applicant: Jonathan Earl-Highlands Resort

The Highlands Resort wants to build a kiosk on the property of the #1 Food Store. The kiosk provides tourist information, tours, activities and timeshares for their resorts. They will be happy to provide information for "local" business such as the Train, Out of Africa, etc. Mr. John Cole gives his permission to place the kiosk in front of the building for tourist information and booking tours, (this letter was provided to the Board).

Applicant further explained there will be 5 feet from the kiosk to the curb for ADA. The counter will be wheelchair accessible.

Questions to Staff/Applicant:

Following are responses to questions from the Board Members:

- The building is to be "outside" of the #1 Food Store on the 9' existing sidewalk.
- The color is to be very similar to swatches provided in the Board's packets.
- The blue color (exhibit C) is for the sign and soft cream for the kiosk
- Exhibit (A) basically defines what it will look like.
- Wheel stops can be put in (due to vehicle "overhang" at the curb).
- Lane lines could be put in to help define parking spaces.
- There will be "inside" lighting to the kiosk only.
- Hours of operation will probably be closing at sunset in summer and 5:00 pm in the winter.
- A slump block look will be used for the exterior of the kiosk to "blend" in with the existing building.
- All materials used are very durable.
- There will be no specific roof-line as it builds up to the existing overhang. The kiosk will be considered an addition to the existing building.
- Shutters will close the building along with an employee door.
- The propane cage now there will be moved from the proposed kiosk building.

Discussion:

Following are areas discussed by the Board Members:

- The Board wants the kiosk to look like it blends in with the existing building.
- The sidewalk to meet requirements for wheelchair accessibility and people walking around the kiosk.
- The vehicle overhang at the curb and utilizing wheel stops were discussed to allow people more breathing room and safety while on the sidewalk or stepping back.
- The Board feels the kiosk will help promote the Verde Valley and various businesses.

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-This is a high traffic flow intersection and the kiosk should serve the area well.

AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-2007-59, Kiosk placement request as presented, located at the #1 Food Store, 755 Hwy 89-A, with the stipulations that the texture of the structure match the texture of the existing building, the kiosk structure must comply with ADA, wheel stops are to be put in and applicant will get a building permit. Board Member Stackhouse seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-2007-60, Parcel #406-26-101M, Design Review Sign request for G&K Auto Wholesale located at 1331 W. Hwy 89-A.

Background:

The applicant has submitted an application for Design Review for a double faced monument sign to be placed at 1331 W. Hwy 89-A. The G&K Auto Wholesale sign will be made of Indio Plywood, the sign size is 8'x4' painted S-G-140 red as show in swatch. The stars and arrow will be S-G-340 yellow as shown in swatch. The letter will be self-adhesive vinyl and the text will be New Times Roman Bold font. The sign frame will be 6" steel green painted pipe to be placed in 4 feet of concrete.

Staff Comments:

The applicant has been informed that the sign will have to comply with the 89-A Corridor Overlay District **Zoning Code Chapter 3 Section 3-14 D-8 which states:** *Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed 8 ft. high and monument signs no greater than 4 ft. high.*

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

Recommended Stipulations:

Staff recommends the signage of G&K Auto Wholesale be approved with the stipulation that the signage complies with the 89-A Corridor Overlay District **Zoning Code Chapter 3 Section 3-14 D-8 which states:** *Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed 8 ft. high and monument signs no greater than 4 ft. high.*

Applicant: Gil Phillips-G&K Auto Wholesale

The applicant gave the Board Members additional handouts at this meeting to further explain his sign request. He said according to DMV the sign needs to be visible 300 feet from each direction. He is moving the sign outside the fence line.

Questions to Staff/Applicant:

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

- The applicant explained the location of the sign referencing the handouts.
- The sign itself is limited to 4 feet, but could have a solid base (not to exceed 8 feet in total height).

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- Applicant explained there are many steps involved to get to a completion point of the sign.
- Indio plywood is a plastic type of plywood with a 3-5 year life span.
- There will be self-adhesive vinyl lettering.
- Semi gloss paint will be used.

- The sign/footings will be worked out with the Community Development Building Official.
- The base will be a color to match earthtones and will not compete with the sign.
- The sign is 150 feet away from the building.
- The lot will be cleaned up.

Discussion:

Following are areas discussed by the Board Members:

- The Board wants to see uniformity with signs along the 89A Corridor Overlay District.
- They liked the Cherry Cobbler Red color in the sign.
- The structure looks fine.
- The earthtone color for the base will blend with the surroundings and not compete with the sign itself.
- The Staff pointed out to the Board and Applicant, using a UV protectant on the sign will enhance its' durability.

AGENDA ITEM: ACTION: Board Member Stackhouse motioned to approve DRB-2007-60, Parcel #400-26-101M, Design Review Sign Request for G&K Auto Wholesale, located at 1331 Hwy 89-A, with the stipulation that applicant work with Community Development Staff regarding the sign permit process, the "base" be checked by Staff, and meet the requirements of the sign not to exceed 4 feet in height and with base included, not to exceed a total height of 8 feet. Board Member Foutz seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS: None specifically at this time.

AGENDA ITEM: ADJOURNMENT: Board Member Foutz motioned to adjourn the meeting. Board Member Stackhouse seconded the motion. The motion passed unanimously. The meeting adjourned at 7:25 p.m.

APPROVED BY:

SUBMITTED BY:

**Charles Scully
Chairperson**

**Vicki McReynolds
Administrative Assistant II**