

*Design Review Board*  
*April 8, 2009*

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, APRIL 8, 2009, 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, April 8, 2009, 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	Michelle Hayman	Present
	Elaine Sakelarios	Excused

**STAFF:**

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

**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 of February 11, 2009. Board Member Foutz motioned to approve the Regular Meeting Minutes of February 11, 2009. Board Member Hayman seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** The Community Development Director stated the Focus Groups for the General Plan have been going well and will be gearing down soon. The General Plan Update Committee has been created and as they move through each element and get to "Community Design" element, they will probably invite the Design Review Board Members to a future meeting.

As of July 1<sup>st</sup>, the Community Development Department will no longer have our Building Official, as he will be retiring and not be replaced. The GIS/Planner currently in the department will only be available two days a week and the other two he will be utilized in the Water Department.

**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

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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.**

### **NEW BUSINESS:**

**DISCUSSION & POSSIBLE ACTION: DRB-090108, Verde Valley Professional Center Partners, LLC, request for a single faced for sale sign to be placed at South Broadway / Park Road-Parcel 480-505-2980.**

### **Staff Report:**

***Background:*** Verde Valley Professionals Center, Partners LLC has submitted an application for a single faced “For Sale” sign to be placed at South Broadway/Park Road. The “For Sale” sign is 4’x8’, 32 square feet, white painted plywood with red and black vinyl. The sign is staked in the ground as seen in EXHIBIT A. (The sign was temporarily erected).

### **Staff Comments:**

The applicant’s sign must comply with **Zoning Code, Chapter 7, Section 7-6-B-1 Freestanding Signs**, which states: *Maximum number equals One (1) per street frontage per parcel plus one (1) additional sign for street frontages in excess of five hundred (500) feet.*

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

### **Recommended Stipulations:**

Staff recommends the “For Sale” sign be approved with two stipulations: That the signage complies with the **Zoning Code Chapter 7, Section 7-6-B-1 Freestanding Signs**. The sign be removed within 30 days of the sale of the property.

### **Applicant Presentation:**

The applicant was not able to attend as they live out of state. They knew that Staff would represent them in the process this evening and will be contacted with the follow up / action as outlined in these minutes.

### **Questions to Staff/Applicant:**

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

- Staff reconfirmed the sign is 4’x8’.
- The sign is plywood with red and black vinyl.
- Staff refered to Exhibit A regarding the location of the sign.

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**Discussion:**

- Board Members would like to see the back of the sign change from the current white to a neutral color.
- The distance (as it appears in Exhibit A handout), is acceptable and is off the right of way.
- The sign serves its' purpose as a "For Sale" sign.
- The phone number on the sign is sufficient for contacting the owners.
- Board Member Sakelarios sent in comments, (as she was excused from this evening's meeting) as follows: she was concerned with if there were any rules/regulations as to the percentage of white background on the sign.

**AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-090108 Verde Valley Professional Center Partners, LLC, request for a single faced for sale sign to be placed at South Broadway / Park Road-Parcel 480-505-2980, as presented with the stipulation the back of the sign be painted a neutral tan or taupe to blend in better with the landscaping and not interfere with surrounding residents and per Staff Recommendations – the sign be removed within 30 days of the sale of the property.** Board Member Hayman seconded the motion. The motion passed unanimously.

**DISCUSSION & POSSIBLE ACTION: DRB-090113, Las Palapas Bar & Grill, Commercial Business Sign Request, located at 1481 E Hwy 89A, Parcel 406-76-344**

**Staff Report:**

***Background:*** Mr. Felipe Felix has submitted an application to the Design Review Board for approval for a double faced monument sign to be placed at 1481 W Hwy 89A. It is for Las Palapas Bar & Grill. The sign will be a backlit photo vinyl on lexan. The sign size is 4'x8', 32 square feet, with a 4'x8' monument base to be concrete block covered with stucco and painted the same color as the restaurant. The parking spaces to the left on EXHIBIT A will be shifted to make room for the placement of the monument sign.

**Staff Comments:**

The sign placement will have to comply with the 89A 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 sign must also comply with the Illumination Zoning Code Chapter 7, Section 7-6 D-4&5 which states: (4) Internally illuminated signs shall be constructed with an opaque background and translucent lettering or symbols, or with a colored background and lighter (sic) letters. The color of the background is not limited by this code. (5) Illuminated signs must be extinguished after 9:00 p.m. or at the close of business, whichever is later.*

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

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**Recommended Stipulations:**

Staff recommends the signage of 1481 W. Hwy 89A, Las Palapas Bar & Grill be approved with two stipulations: The signage complies with the 89A Corridor Overlay **District Zoning Code Chapter 3 Section 3-14 D-8** and **Illumination Zoning Code Chapter 7, Section 7-6, D-4&5**. Also the parking spaces to the left on EXHIBIT A must be shifted to make room for the monument sign.

**Applicant Presentation:**

Mr. Felipe Felix stated this is the first time he has opened a business. He understands he would need to come before the Design Review Board for any future plans he may have regarding the property. Mr. Felix said the business has been rather slow.

**Questions to Staff/Applicant:**

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

- Staff stated they did tell the people who were making the sign for the applicant to not create it until Mr. Felix came before the Board for review.
- The illumination of the sign at night is a backlit soft light.
- The Chairperson questioned the treatment of the access easement of the front of the applicant's property-if a future access/frontage road would go in. (The Staff needs to look at future treatment along that proposed access).

**Discussion:**

- The Board verified with the applicant that there are no flashing lights on the sign.
- The monument base to be concrete block covered with stucco and painted the same color as the restaurant.
- The sign does create a "welcome" feeling to the restaurant and makes people want to go in.
- Board Member Sakelarios sent in comments, (as she was excused from this evening's meeting) as follows: she was concerned with if the sign were to become damaged that it be repaired within 30 days with regards to it being a backlit light. She also did not want to see any flashing lights on the sign.

**AGENDA ITEM: ACTION: Board Member Hayman motioned to approve DRB-090113, Las Palapas Bar & Grill, Commercial Business Sign Request, located at 1481 E Hwy 89A, Parcel 406-76-344, as presented with the following stipulations: any damage to the sign that would let the lighting escape be repaired within 30 days, the stucco covering the monument base be painted the same color as the restaurant and the parking spaces to the left on Exhibit A must be shifted to make room for the sign and safer parking.** Board Member Foutz seconded the motion. The motion passed unanimously.

**AGENDA ITEM: DRB-090040, Drake Meinke application for Kiosk Top Caps and Detailing.**

**Staff Report:**

**Background:** Mr. Drake Meinke has submitted an application for Design Review for the kiosk top caps and detailing.

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**Staff Comments:**

Design Review fees have been waved as an in-kind town service.

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

Staff recommends the kiosk top caps and detailing be approved.

**Applicant:** Mr. Meinke brought in the sample for the kiosk top caps and detailing for the Design Review Board to see. The star cut out on the top will probably change to reflect the Arizona star. There are two sides on each kiosk top cap that “could” have a white board in between the front and back so the letters are not seen backwards. The cost would decrease if one side was utilized. Mr. Meinke did show the kiosk top cap sample to the public prior to this evening’s meeting to get input.

The applicant is seeking the Board Members input on the wording on the kiosk top caps, which currently says: Historic Marker.

**Questions to Staff /Applicant:**

**The following are responses to questions asked by the Board Members.**

- The letters will be a little thicker than what currently appears on the sample.
- The letters will be bolder.
- The material is fairly thick steel – 14 guage.
- The star cut out on the top and rays could have a few variations.
- It is a water jet process used in the creation of the top caps. The texture is dark rust/brown.
- They will be bolted on and very secure.
- The kiosks will be numbered.
- Attractions falling under the “historic” category were explained to the Board by the applicant.
- There are 10 kiosks in the ground at the present.
- One is in the Park temporarily with a note welcoming the public to comment if they wish, with guidance where to give their input.
- The placards will go in at a later date.

**Discussion:**

- The Board Member’s did not see a need for a white board in between the front and the back. They liked the open design as it looks more historic and reflects the Town of Clarkdale better.
- The Historic Marker wording on the top cap presented was acceptable. It speaks to the residents as well as the tourists.

**AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-090040, Drake Meinke’s application for Kiosk Top Caps and Detailing, as presented using the wording, Historic Marker. Board Member Hayman seconded the motion. The motion passed unanimously.**

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**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- Community Way Finding Signs – The Next Stage
  - Needs Assessment and How The Process Works
  - Mr. Meinke to be invited.

**AGENDA ITEM: ADJOURNMENT: Board Member Hayman motioned to adjourn the meeting. Board Member Foutz seconded the motion. The motion passed unanimously. The meeting adjourned at 7:10 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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**Charles Scully**  
**Chairperson**

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**Vicki McReynolds**  
**Administrative Assistant II**