

*Design Review Board  
December 9, 2009*

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, DECEMBER 9, 2009, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, December 9, 2009, at 6:00 p.m. in the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

**BOARD MEMBERS:**

|               |                        |         |
|---------------|------------------------|---------|
| Chairperson   | Marsha Foutz           | Present |
| Vice Chair    | Elaine Sakelarios      | Present |
| Board Members | Michelle Hayman        | Absent  |
|               | Robyn Prud'homme-Bauer | Present |
|               | Charles Scully         | Present |

**STAFF:**

|                          |                  |
|--------------------------|------------------|
| GIS/Planner              | Guss Espolt      |
| Administrative Assistant | Vicki McReynolds |

**Others In Attendance:** Jose' Jimenez, Juan Leon – Applicants for Las Carretas Restaurant.

**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 Special Meeting Minutes of November 12, 2009. Board Member Prud'homme-Bauer, **motioned to approve the Special Meeting Minutes of November 12, 2009.** Board Member Scully **seconded the motion.** **The motion was approved unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** The Chairperson mentioned to the Board Members, there will be a meeting that may be of interest to them at the Cottonwood Design Review Board meeting on December 21, 2009 at 6:00 p.m.

The Chairperson also gave an update to the Board about the Home and Building Tour in the Town of Clarkdale. It will be on Saturday and Sunday, December 12 & 13<sup>th</sup> starting at the Museum. There will be five homes and then buildings in the tour, lunch will be included in the fee. There will be a walking tour downtown and the local business owners will be open on Saturday and Sunday for the event. Tickets are sold at the Museum.

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**Staff Report:** Staff gave an update to the questions posed by the Board from the last meeting:

- The auction sign at 89-A and Lisa was gone the day after the meeting.
- The truck that was for sale in the right of way was also gone. This would be a situation that would be handled by the Police Department.
- The Salsa Shop owners were spoken to regarding their window signs. They removed what they had and will be handpainting on the windows, but will come before the Board in the future regarding signage.

**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.**

**NEW BUSINESS:**

**AGENDA ITEM: CONSIDERATION & POSSIBLE ACTION:** DRB-090202, Las Carretas Restaurant, 1481 Highway 89-A, sign request.

**Staff Report:**

Mr. Juan Leon, applicant, has submitted a Design Review request for sign inserts he would like to place at the restaurant he will be leasing from Gus Vargas at 1481 W. Hwy 89A.

As the Board Members may recall, the monument sign currently located on the property was previously approved for Mr. Felipe Felix's restaurant, Las Palapas. Mr. Felix constructed the base for the sign according to the plans he submitted to the Building Department with the design approvals from the Design Review Board. Mr. Felix is no longer operating his business. Mr. Leon, the new leasee, will be re-opening the restaurant with a new name: Las Carretas. The only change that Mr. Leon will make is to place new sign inserts in the existing monument sign, see attached drawing of inserts. The size meets our zoning code requirements.

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:*

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1. **ARCHITECTURAL MERIT**: The architecture and design shall be visually compatible with the buildings, structures and places to which it is related.
2. **PROPORTION**: The relationship of the width of the building or structure to its height shall be visually compatible with the buildings, structures and places to which it is related or shall be maintained as original whenever feasible.
3. **OPENINGS**: The relationship of the width of the windows and doors, to the height of windows and doors in the building shall be visually compatible with buildings, structures and places to which it is related.
4. **PATTERN**: The relationship of solids to voids in a facade of a building or structure shall be visually compatible with buildings, structures and places to which they are related.
5. **SPACING**: The relationship of the building to the open space between it and the adjoining buildings shall be visually compatible to the buildings, structures and places to which it is related.
6. **ENTRANCES, PORCHES AND PROJECTIONS**: The height, projection, supports and relationship to streets and sidewalks, of entrances, porches, awnings, canopies and balconies of a building shall be visually compatible to the buildings, structures and places to which it is related.
7. **MATERIAL, TEXTURE AND COLOR**: The materials, textures and colors of the facade of a building shall be visually compatible with the predominant materials, textures and colors used in the buildings and structures to which they are related.
8. **ROOFS**: The roof shape and materials of a building shall be visually compatible with the buildings to which it is related.
9. **ARCHITECTURAL DETAILS**: Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.
10. **ACCESSORY FEATURES**: Garages, carports, sheds, enclosures, walkways, stairways, and landings shall be visually compatible with buildings and structures to which they are related.
11. **LANDSCAPING**: Landscaping shall be visually compatible with the landscaping around the buildings, structures and places to which it is related.
12. **LIGHTING**: Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties.

**Applicant Presentation**: Mr. Jimenez has previously operated a restaurant in Cottonwood for several years with an excellent following. He hopes to bring this same following to the new restaurant. He will be bringing a chef in from California. Mr. Jimenez and Mr. Juan Leon are very excited about the new business and will be opening this Sunday, December 13, 2009.

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**Questions to Applicant or Staff:**

**The following are responses to questions from the Board Members:**

- The lexan plastic is the same but with the proposed vinyl sign going over the lexan.
- The alcohol license is in place.
- If the lexan becomes damaged in any way, applicant realizes it needs to be repaired to not allow the light to escape.
- Staff stated the grand opening banner is acceptable.
- The proposed sign has not been made “yet”. The applicant is waiting for a decision from the Board Members this evening before proceeding.

**Discussion:**

**The following were suggestions from the Board Members to the applicant to help them succeed with the sign for their new business:**

- It was suggested to keep the “Las Carretas” name, but take out “Restaurant” to make the sign more recognizable.
- The contrast of colors, i.e., background / white lettering may need to be darkened up for visual purposes.
- The white lettering may possibly need a black border around it to stand out.
- Staff noted, the colors in the final product will be in fact darker and that the “photo copy” in this evening’s packets appears light.

**AGENDA ITEM: ACTION: Board Member Prud’homme-Bauer motioned to approve DRB-090202, Las Carretas Restaurant, located at 1481 Highway 89-A, sign request. Vice Chairperson Sakelarios seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: DISCUSSION: Update on previously approved Design Review and Site Plan Review Applications.**

Staff was asked to give an update on the Design Review Board’s previous approvals. Some projects have been approved and completed, while others have been approved, but work never began on the project or an extension never filed. Per the Town Code:

Section 17-4-9 Expiration of Design Review Approval

*Design approval automatically expires if a building permit has not been issued within one (1) year of the date of final approval. The Board may grant an extension of approval provided the applicant files for an extension within the one (1) year approval period.*

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Listed below are approved projects and their status:

| <b>Case #</b>                            | <b>Location/Project</b>                 | <b>Status</b>   |
|--|---|---|
| <b>DRB-2007-59</b>                       | 755 Hwy 89A- Info kiosk @ #1 Food Store | No longer utilizing kiosk   |
| <b>DRB-090045</b>                        | 755 Hwy 89A- Info signs for kiosks      | No longer utilizing kiosk   |
| <b>DRB-2007-61</b>                       | Street sign caps, historical districts  | Project complete  |
| <b>SPR-2007-19</b><br><b>DRB-2007-45</b> | 600 First North, Old School House Inn   | Property no longer owned by applicant, project approvals expired.   |
| <b>DRB-2007-42</b><br><b>SPR-2007-17</b> | Verde Canyon Inn                        | Project approvals expired.  |
|  | Highlands - PAD                         | Commercial buildings approvals have expired. Other approvals for signs and street signs complete.                           |
|  | Mountain Gate - PAD                     | All projects that have received approvals have been completed with the exception of the clubhouse the approval has expired. |
| <b>DRB-2007-44</b><br><b>SPR-2007-18</b> | Verde Valley Christian Church           | Under construction, approvals valid   |

Staff explained to the Board in detail each of the above case numbers and their status (as reflected above).

***Note:** Staff did bring to the Board's attention, if the new people working on the Highlands bring the same submittal back to the Town Council, there would be no additional cost. If there are any changes, they would need to come back to the Design Review Board.*

**This being for discussion only, there were no actions taken.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

-Community Way Finding Signs Presentation – In one of the 2010 regular scheduled meetings.

**AGENDA ITEM: ADJOURNMENT: Board Member Prud'homme-Bauer motioned to adjourn the meeting. Vice Chairperson Sakelarios seconded the motion. The motion passed unanimously. The meeting adjourned at 7:10 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

\_\_\_\_\_  
Marsha Foutz  
Chairperson

\_\_\_\_\_  
Vicki McReynolds  
Administrative Assistant II