



**TOWN OF CAREFREE  
NOTICE of PUBLIC MEETING  
of the  
PLANNING AND ZONING COMMISSION**

**WHEN:** MONDAY, OCTOBER 17, 2022  
**WHERE:** CAREFREE TOWN COUNCIL CHAMBERS  
33 EASY STREET, CAREFREE, AZ 85377  
**TIME:** 5:30 P.M.

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Planning and Zoning Commission of the Town of Carefree, Arizona and to the public that the members of the Planning and Zoning Commission will hold a meeting open to the public.

The agenda for the meeting is as follows:

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ITEM #1** Approval of the Planning and Zoning meeting minutes dated **SEPTEMBER 12, 2022.**

**ITEM #2** A presentation and discussion with Rebeca Field of Kimley-Horn, consultant for the *Comprehensive Sign and Circulation Plan*, updating the Planning and Zoning Commission on the *Plan's* final components before taking it through the approvals process. This is for informational purposes only and no action will be taken. Comments from the public will be taken.

**ITEM #3** **ANNOUNCEMENTS**

**ITEM #4** **ADJOURNMENT**

TOWN OF CAREFREE

*Samantha J. Gesell*

Samantha Gesell, Planning Clerk

**POSTED** this **12TH** day of **OCTOBER 2022.**

**FOR SPECIAL ACCOMMODATIONS**

Please contact the Planning Clerk, 8 Sundial Circle (PO Box 740), Carefree, AZ 85377; (480) 488-3686, at least two working days prior to the meeting if you require special accommodations due to a disability.

\*All official Town Council and Commission meetings are scheduled to be held in-person within Council Chambers, located at 33 Easy St.

The Town is currently in the process of upgrading its audio/visual equipment.

Audio recordings of official meetings will be posted to our website for public record until the new equipment is available for video recording. Thank you for your patience as we work to improve our systems.

**TOWN OF CAREFREE  
PLANNING AND ZONING COMMISSION  
DRAFT MINUTES**

**WHEN:** MONDAY, SEPTEMBER 12, 2022  
**WHERE:** CAREFREE TOWN COUNCIL CHAMBERS  
33 EASY STREET, CAREFREE, AZ 85377  
**TIME:** 5:00 P.M.

**Board Members Present:**

Chairperson Tom Cross  
Vice Chairperson Lyn Hitchon  
Peter Burns  
Phil Corso  
Dan Davee  
Ralph Ferro

**Absent:**

Heather Burgett

**Staff Present:**

Planning Director and Zoning Administrator, Stacey Bridge-Denzak; Economic Development Director, Steve Prokopek; Planning Clerk, Samantha Gesell.

**CALL TO ORDER, ROLL CALL, and PLEDGE OF ALLEGIANCE**

Chairperson Cross led the group in the Pledge of Allegiance.

**ITEM #1** Approval of the Planning and Zoning meeting minutes dated **AUGUST 15, 2022.**

Board Member Burns **MOVED TO APPROVE** the Planning and Zoning meeting minutes dated August 15, 2022. **SECONDED** by Board Member Hitchon. **CARRIED**, unanimously.

**ITEM #2** **CONTINUE REVIEW AND DISCUSSION** of proposed edits to the final draft of the *Village Center Master Plan*, with Matt Klyszeiko, AICP, Michael Baker International, to include the necessary element for a Redevelopment Plan and include changes as needed to update the plan and make it relevant to today. **NO ACTION WILL BE TAKEN.**

Matt Klyszeiko, AICP, Michael Baker International facilitated the discussion. The group continued chapter review. Discussing associated policies and proposed amendments from where they had left off at the last work session.

Mr. Klyszeiko outlined the specific steps to align the Village Center Redevelopment Plan with the Arizona Revised Statutes Redevelopment Plan Requirements:

- *Village Center Redevelopment Plan* - **Introduction** – to align with Arizona Revised Statute requirement #1
- *Village Center Redevelopment Plan* - **Carefree Today** – to align with Arizona Revised Statute requirement #2

- *Village Center Redevelopment Plan* - **The Vision** – to align with Arizona Revised Statue requirements #3,4,6
- *Village Center Redevelopment Plan* - **Plan for Action** – to align with Arizona Revised Statue requirements #5, 6
- *Village Center Redevelopment Plan* - **Implementation** – to align with Arizona Revised Statue requirement #7

Mr. Klyszeiko concluded his presentation and provided the next steps:

- Address final review comments
- Conduct P&Z Commission public hearing for formal recommendation to Council
- Conduct Council public hearing for formal adoption.

The next Planning and Zoning work session to review and discuss the final draft of the *Village Center Master Plan*, will be held on the October 17, 2022.

### **ITEM #3      ANNOUNCEMENTS**

Planning Director, Stacey Bridge-Denzak informed the Commission that the October 10, 2022, Planning and Zoning regular meeting date has been changed to Monday, October 17, 2022.

### **ITEM #4      ADJOURNMENT**

Vice Chairperson Hitchon asked for a **MOTION TO ADJOURN**. Board Member Burns **MOVED TO ADJOURN**. **SECONDED** by Board Member Ferro. **CARRIED**, unanimously.

The meeting was adjourned at 6:21 p.m.

TOWN OF CAREFREE

*Samantha Gesell*

Samantha Gesell, Planning Clerk

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Tom Cross, Chairperson



# PLANNING & ZONING COMMISSION - STAFF REPORT



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MEETING DATE: October 17, 2022

Agenda Item # 2

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## SUBJECT

A presentation and discussion with Rebeca Field of Kimley-Horn, consultant for the *Comprehensive Sign and Circulation Plan*, updating the Planning and Zoning Commission on the *Plan's* Technical Memo C which includes final feedback from the Stakeholders as well as input from the Town Council/Planning Commission September 9, 2022 Work Session. This is for informational purposes only. No action will be taken. Comments from the public will be taken.

## ATTACHMENTS

- Kimley-Horn Meeting Notes
- Revised Tech Memo C dated October 13, 2022

## SUMMARY

The *Comprehensive Sign and Circulation Plan* project began back in April of 2021 in an effort to create a wayfinding system that is cohesive and clear, and that allows for a logical procession into Town Center. Following a thorough and inclusive public outreach process, the *Plan* is ready to move forward to formal adoption, the first step requiring a recommendation from the Planning and Zoning Commission. Tonight's meeting is an opportunity to preview the draft and fine-tune any portion of it before the final draft is prepared for your approval next month.

Kimely-Horn and staff have met with the project's Stakeholder Group eight times, provided updates to the Commission, conducted several neighborhood meetings, held a joint work session with Town Council, and recently held a communitywide meeting to include discussions on wayfinding, circulation, and redevelopment. Staff believes this is a thoroughly vetted and high-quality document.

Again, staff is looking for your final thoughts and guidance on this draft as this process moves towards formal Town adoption.

## Stakeholder Meeting Notes

October 5, 2022

### AGENDA

- Tech Memo C
  - Revised Wayfinding Theming
  - Revised Sign concepts
- Next Steps

### REVISED SIGN THEMING & DESIGNS

- The simplicity of the hummingbird is preferred
- Need to look into cost of the perforated metal vs. solid panels
- Have pricing option for the internally lit vs externally lit
- Can we get sample materials from Bertram?
- Maybe reconsider the font to find a middle ground between the two
  - Consider handwriting
  - Put together a couple options by the 12<sup>th</sup>
  - Lucida Handwriting could be a preferred style
  - “keep it carefree”? Consider opening the slogan up to the public.
- Replace visitor center on HS signs with the pavilion
  - Move Pavilion to Municipal category



*Technical Memorandum C*

# *Comprehensive Sign Plan for Town Center*





# Comprehensive Sign Plan for Town Center

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## Comprehensive Sign Plan for Town Center

### Introduction

The intent of this document is to develop appropriate messages for the in-route wayfinding strategies identified in Technical Memorandum B (Tech Memo B) of the Town of Carefree Wayfinding and Signage Master Plan. It is recommended that a new suite of in-route sign types be developed to create a cohesive and coordinated wayfinding system throughout Town Center. New sign types that are further designed and developed in this document include:

1. Gateway Vehicular Directional Sign
2. High-Speed Vehicular Directional Sign
3. Low-Speed Vehicular Directional Sign
4. Pedestrian Directional Sign
5. Multi-Use Path Sundial Directional Sign
6. Minor Gateway Sign
7. Digital Kiosk
8. Destination Sign
9. Pedestrian Map
10. Parking Sign

Refer to **Appendix A** for a map showing the location of each sign type.

### Theming Opportunities

As recommended in Tech Memo B, new wayfinding and directional signage for both vehicles and pedestrians should be color coded to provide distinctions between recreational, commercial, and municipal destinations throughout Town Center.

Themed signage was developed so that visitors can easily and quickly identify their desired destination. The directional and destinations signs are color-coordinated according to the following destination types:

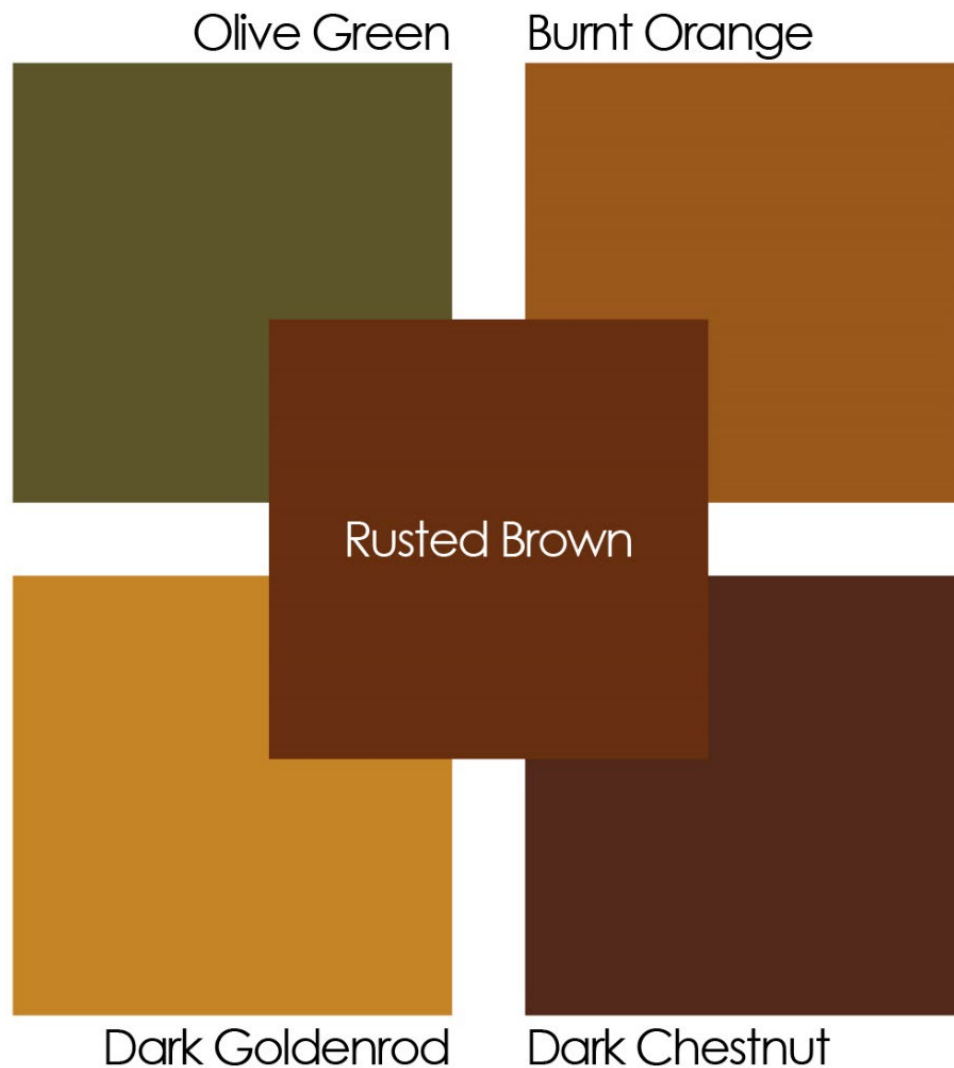
1. Recreational: Olive Green
2. Commercial: Burnt Orange
3. Municipal: Dark Goldenrod





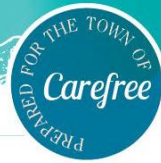
## Comprehensive Sign Plan for Town Center

In addition to the three colors identified above, complementary colors as identified in *Figure 1* have been identified for additional interest in the sign designs. These colors bring warmth to the identified color palette, mirror the tones of the natural surroundings, and provide consistency across the wayfinding signage.



*Figure 1: Signage Color Palette*

Existing signs within Town Center currently feature hummingbird or sundial icons which could be reflected in the new sign designs as well. See *Figure 2* for two options that are being considered for the new signs to complement the existing themes within Town Center.



## Comprehensive Sign Plan for Town Center



Existing Hummingbird Icon in Town Center



Existing Sundial Icon in Town Center



Figure 2: Potential New Sign Icons

### Gateway Vehicular Directional Sign

Gateway Vehicular Directional Signs (GW) provide guidance to area destinations for the vehicular traveler while also serving as an iconic entry feature as one approaches Town Center. Signs include destination names and directional arrows. To reinforce the various destination types that have been identified within Town Center, the accent color within each sign will match the color for the corresponding destination type.

These signs will also serve as iconic exit features for travelers leaving Town Center. As such, there is an opportunity to include a fun 'goodbye' message on the back side of the signs. The specific message to be included on the back side of the sign could be determined either by committee or by area residents.

Refer to *Figures 3 & 4* for the proposed sign design and possible messaging, *Figure 5* for the recommended location of each sign, and **Appendix B** for the messaging associated with the Gateway Vehicular Directional Signs. Refer to **Appendix C** for all sign designs.





## Comprehensive Sign Plan for Town Center



Figure 3: Gateway Vehicular Directional Sign (Front)



## Comprehensive Sign Plan for Town Center

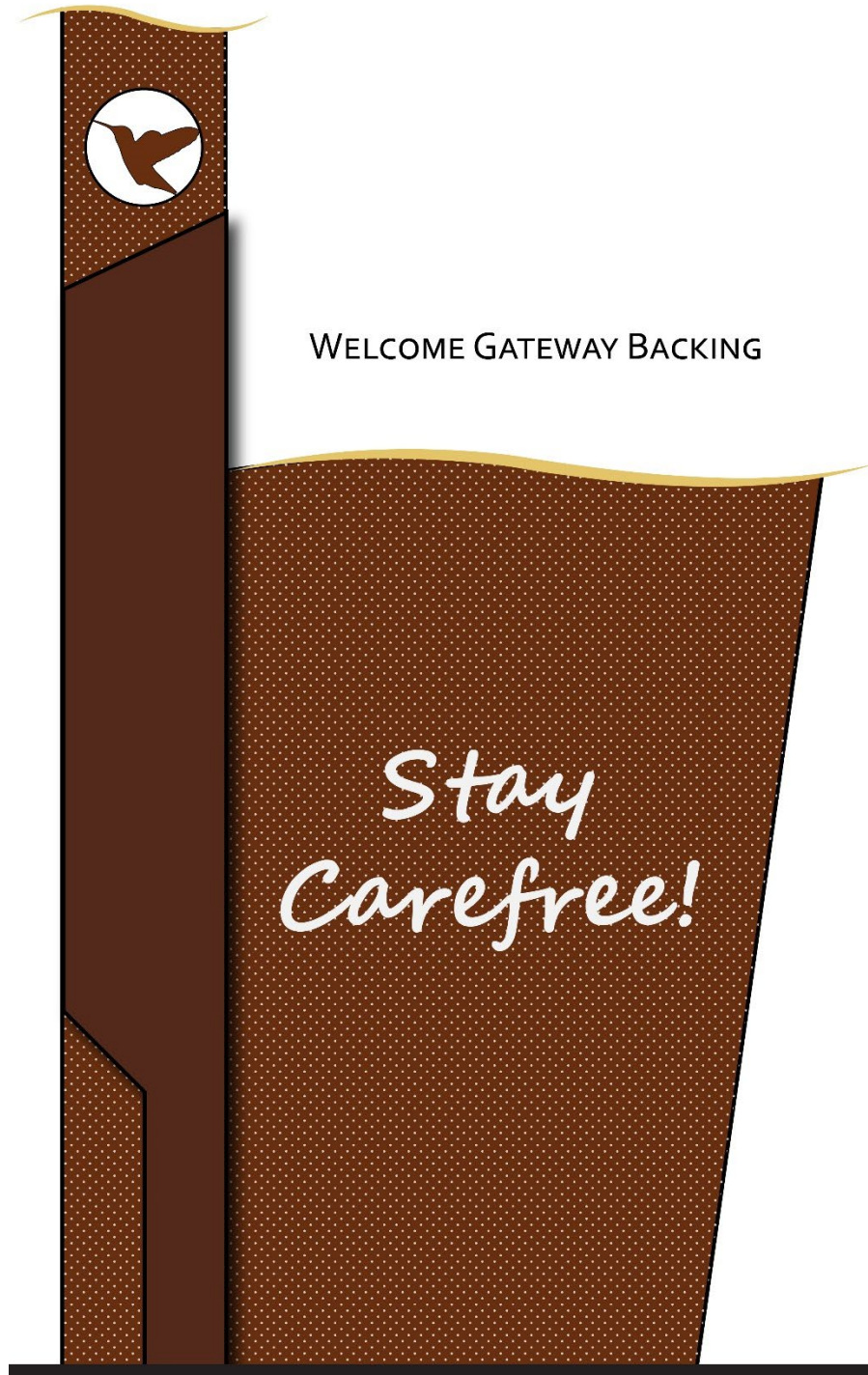


Figure 4: Gateway Vehicular Directional Sign (Back)



## Comprehensive Sign Plan for Town Center

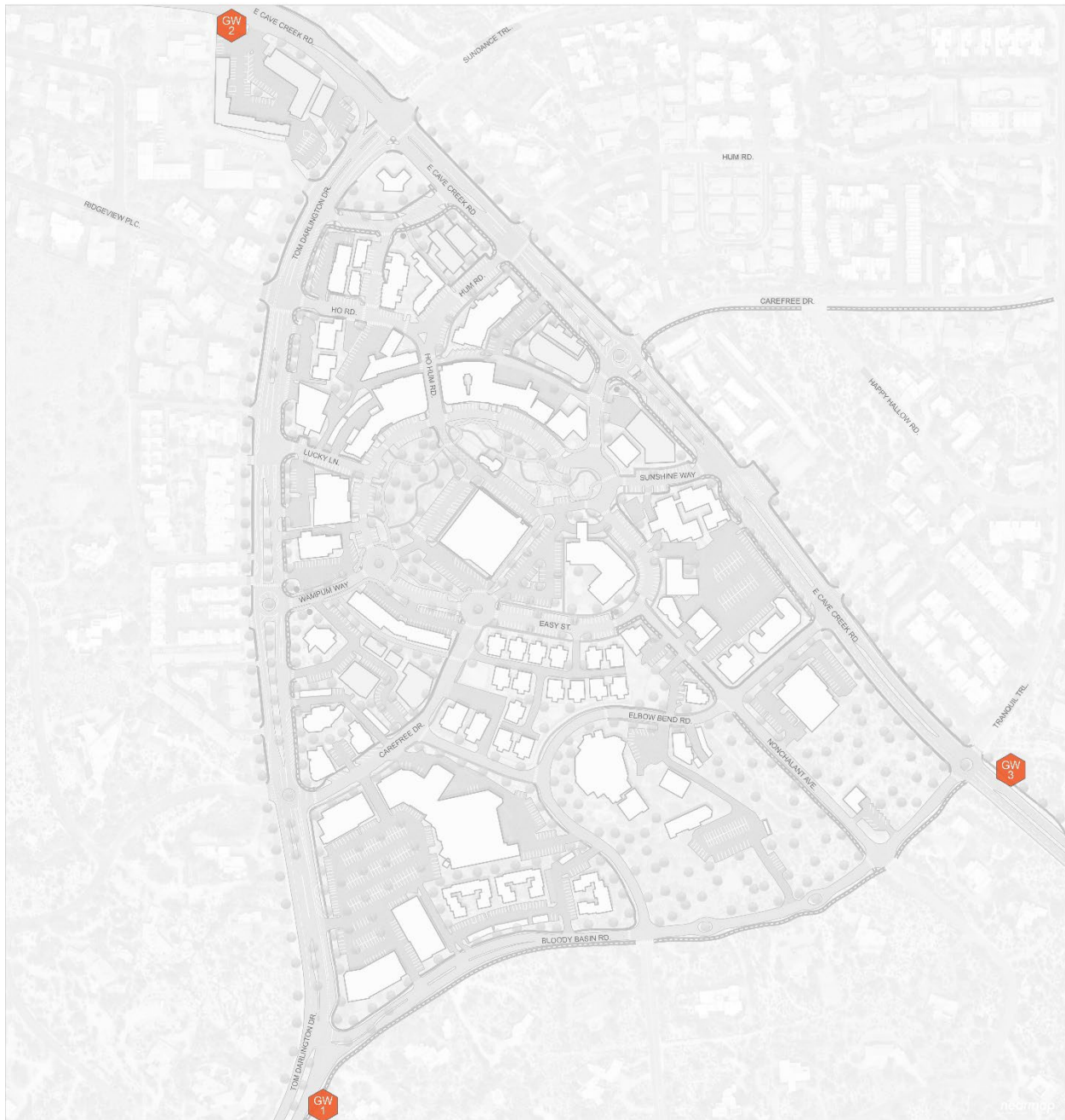


Figure 5: Recommended Locations of Gateway Vehicular Directional Signs





### High-Speed Vehicular Directional Sign

High-Speed Vehicular Directional Signs (HS) provide guidance to area destinations for the vehicular travelers along N Tom Darlington Drive and E Cave Creek Road. Signs include destination names and directional arrows. To reinforce the various destination types that have been identified within Town Center, the accent color within each sign will match the color for the corresponding destination type. Refer to *Figure 6* for the proposed sign design, *Figure 7* for the recommended location of each sign, and **Appendix B** for the messaging associated with the High-Speed Vehicular Directional Signs.



Figure 6: High-Speed Vehicular Directional Sign



## Comprehensive Sign Plan for Town Center



Figure 7: Recommended Locations of High-Speed Vehicular Directional Signs



### Low-Speed Vehicular Directional Sign

Low-Speed Vehicular Directional Signs (LS) provide guidance to area destinations for vehicular travelers within Town Center. Signs include destination names and directional arrows. Accent colors continue to match the destination types that have been identified for Town Center. Refer to *Figure 8* for the proposed sign design, *Figure 9* for the recommended location of each sign, and **Appendix B** for the messaging associated with the Low-Speed Vehicular Directional Signs.



Figure 8: Low-Speed Vehicular Directional Sign





## Comprehensive Sign Plan for Town Center



Figure 9: Recommended Locations of Low-Speed Vehicular Directional Signs



### Pedestrian Directional Sign

Pedestrian Directional Signs (P) provide guidance to area destinations for pedestrians/bicyclists along the future multi-use pathways and sidewalks within Town Center. Signs include destination names, directional arrows and optional approximate distances. Accent colors continue to match the destination types that have been identified for Town Center. Refer to *Figure 10* for the proposed sign design, *Figure 11* for the recommended location of each sign, and **Appendix B** for the messaging associated with the Pedestrian Directional Signs.

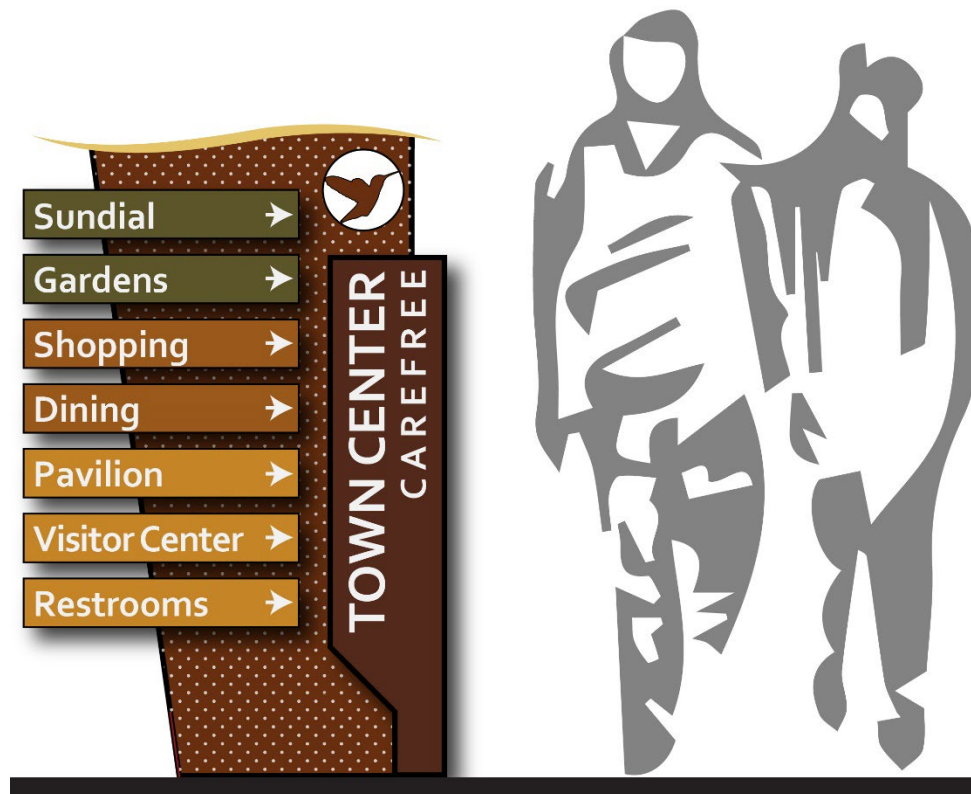


Figure 10: Pedestrian Directional Sign





## Comprehensive Sign Plan for Town Center

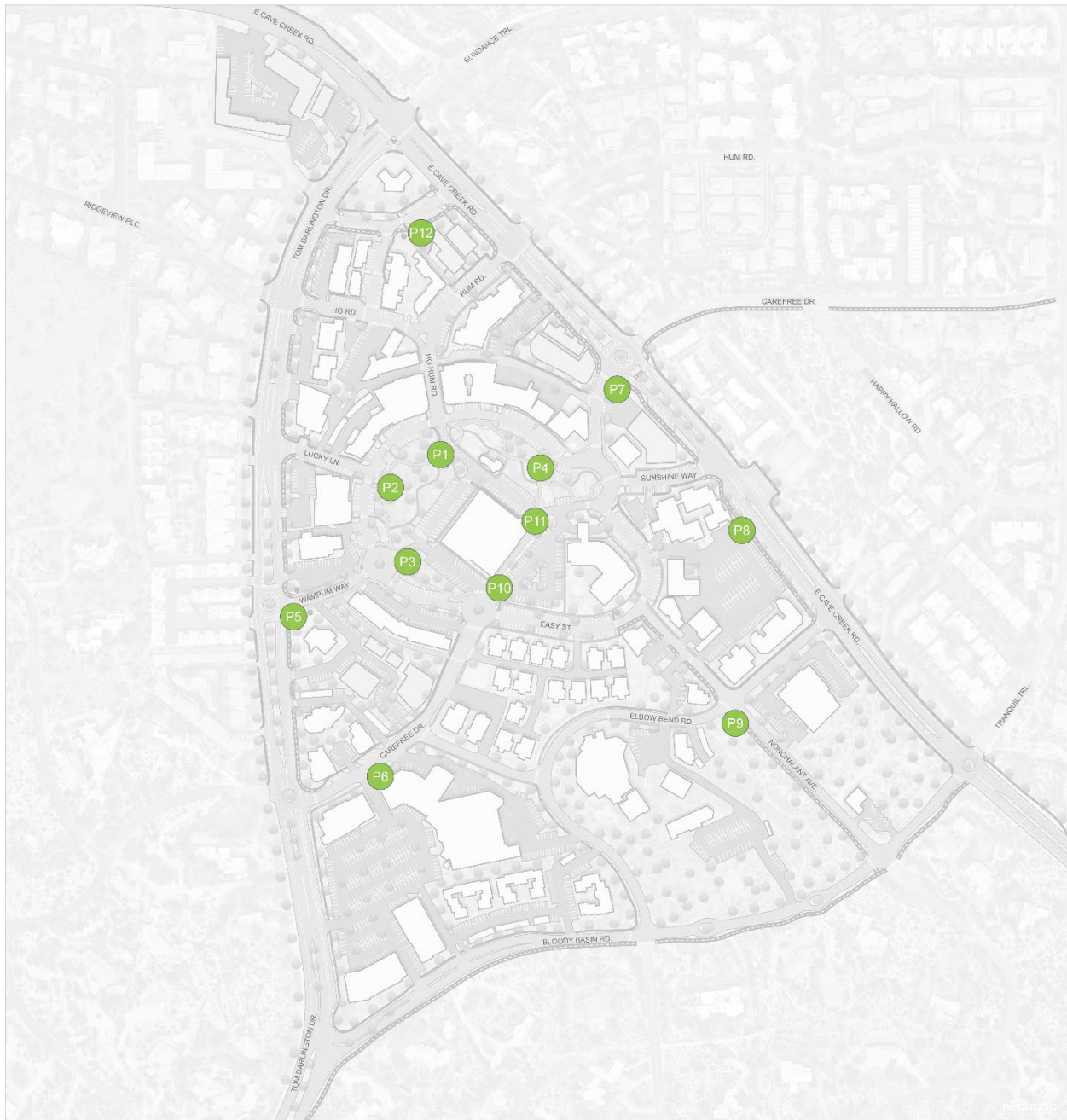


Figure 11: Recommended Locations of Pedestrian Directional Signs



### Multi-Use Path Sundial Directional Sign

There is potential to repurpose the existing sundial-inspired directional signs along the future multi-use pathway. It is recommended that the existing horizontal panels that currently display text be replaced with colored panels to match the themes developed for the new wayfinding signs. Refer to *Figure 12* for the proposed sign design, *Figure 13* for the recommended location of each sign, and **Appendix B** for the messaging associated with the Multi-Use Path Sundial Directional Signs.

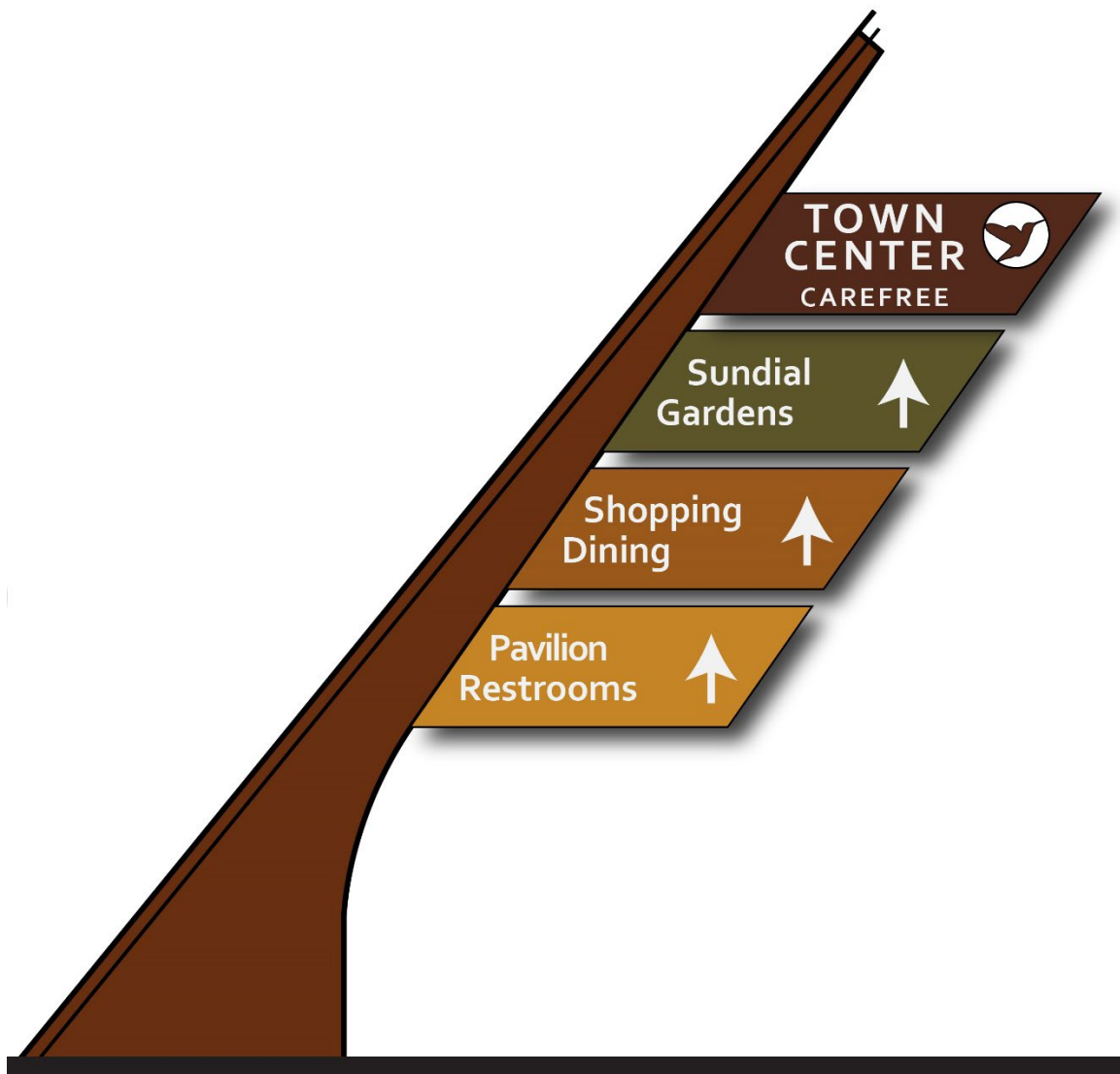


Figure 12: Multi-Use Path Sundial Directional Sign



## Comprehensive Sign Plan for Town Center

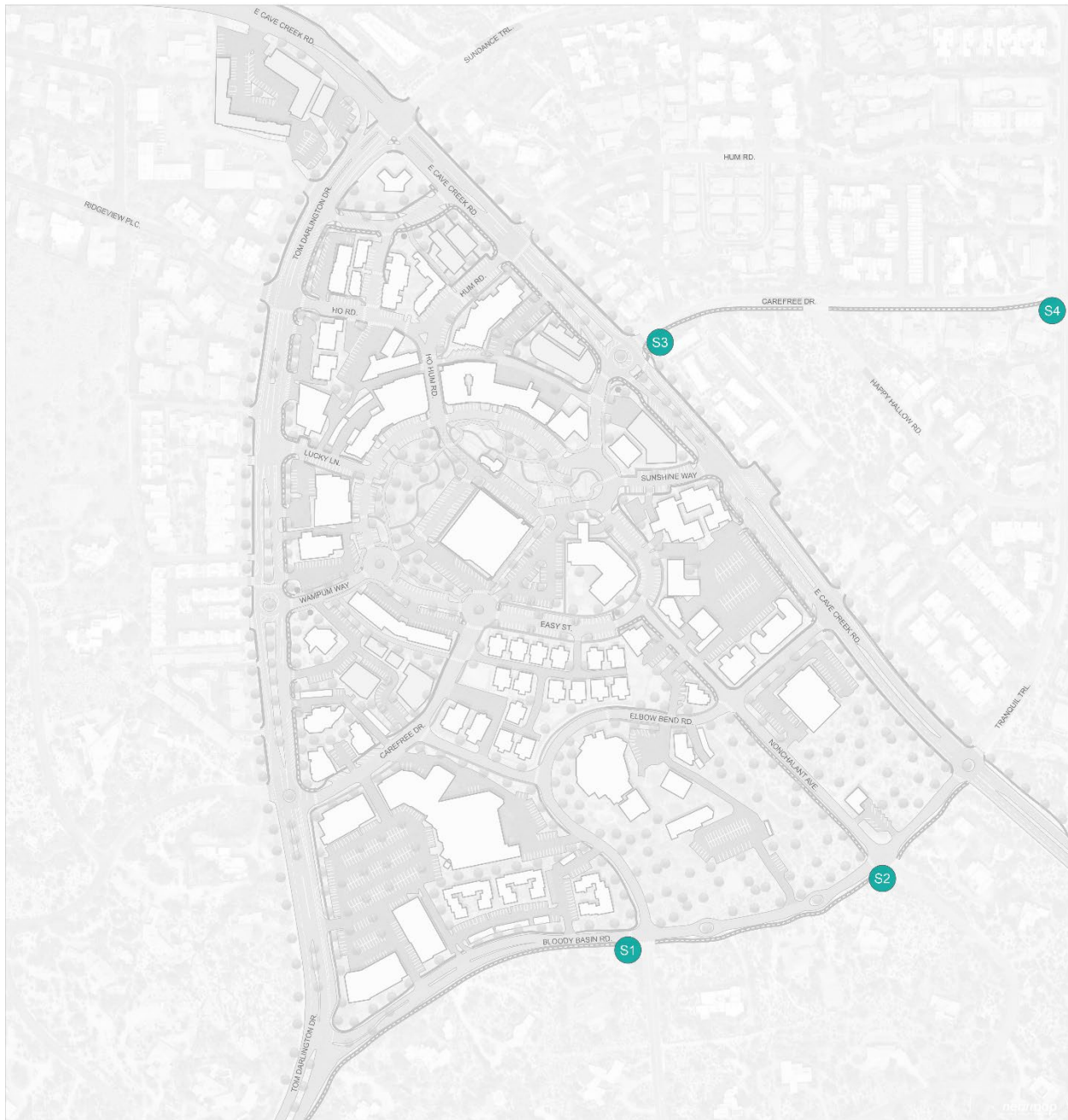


Figure 13: Recommended Locations of Multi-Use Path Sundial Directional Signs





## Comprehensive Sign Plan for Town Center

### Minor Gateway Sign

Minor Gateway Signs serve as an iconic entry feature to Town Center for both the vehicular traveler and pedestrian/bicyclist. Refer to *Figure 14* for the proposed sign design and *Figure 15* for the recommended location of each sign.



Figure 14: Minor Gateway Sign



## Comprehensive Sign Plan for Town Center



Figure 15: Recommended Locations of Minor Gateway Signs



## Comprehensive Sign Plan for Town Center

### Digital Kiosk

Digital Kiosks feature a large touchscreen display that provides a variety of information including an interactive map of Town Center, a directory of local businesses, and a listing of community events. Refer to *Figure 16* for the proposed digital kiosk design and *Figure 17* for the recommended location.



Figure 16: Digital Kiosk





## Comprehensive Sign Plan for Town Center

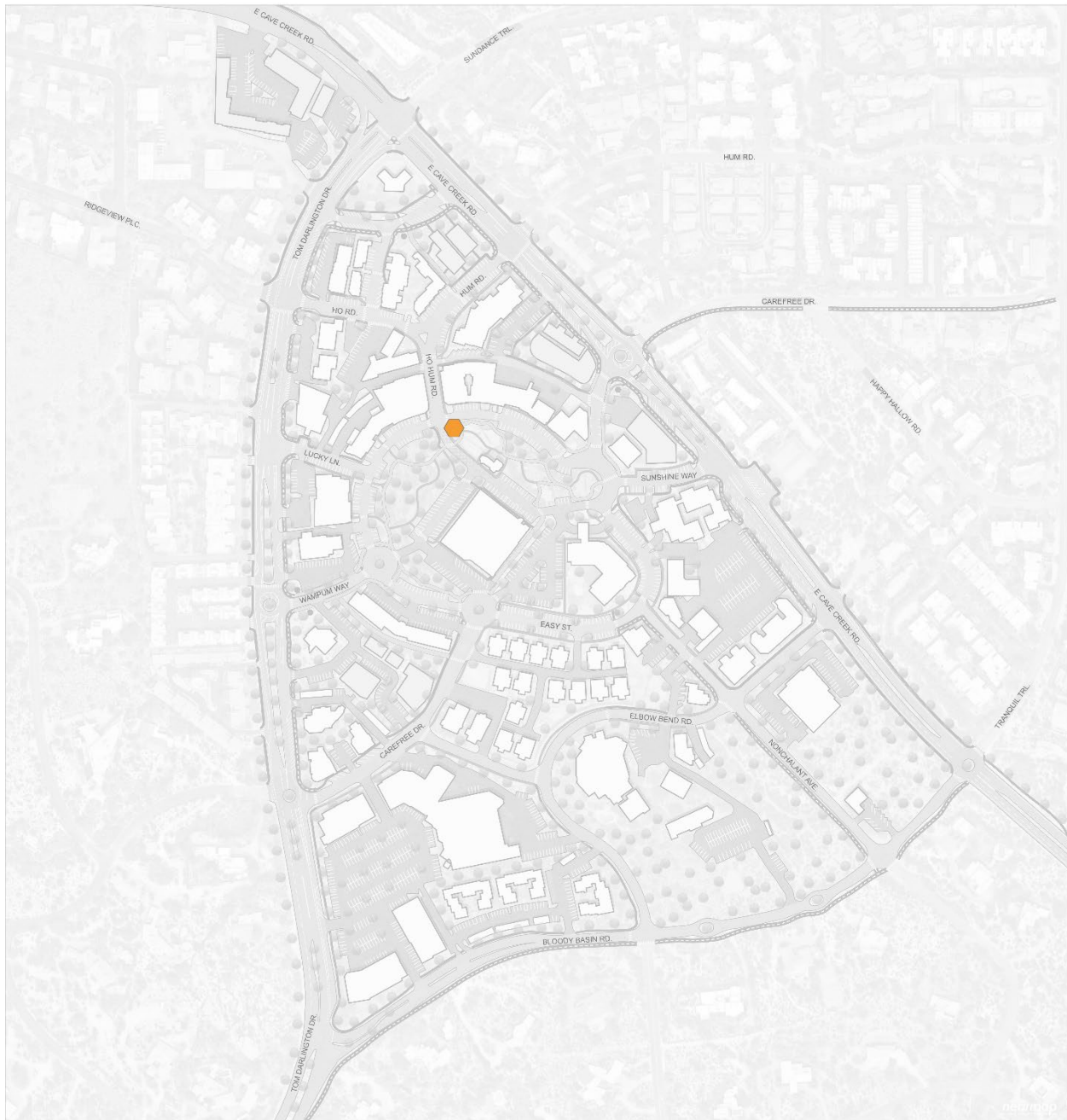


Figure 17: Recommended Location of Digital Kiosk



## Comprehensive Sign Plan for Town Center

### Destination Sign

Destination Signs indicate arrival at one of the community destinations within Town Center. To reinforce the various destination types that have been identified for Town Center, the accent color within each sign will match the color for the corresponding destination type. Refer to *Figure 18* for the proposed sign design and *Figure 19* for the recommended location of each sign.



Figure 18: Destination Sign





## Comprehensive Sign Plan for Town Center



Figure 19: Recommended Location of Destination Signs



## Comprehensive Sign Plan for Town Center

### Pedestrian Map

Pedestrian Maps provide direction to pedestrians at parking lots once they have exited their vehicle. Signs include a map of Town Center and a town directory. Refer to *Figure 20* for the proposed sign design and *Figure 21* for the recommended location of each sign.

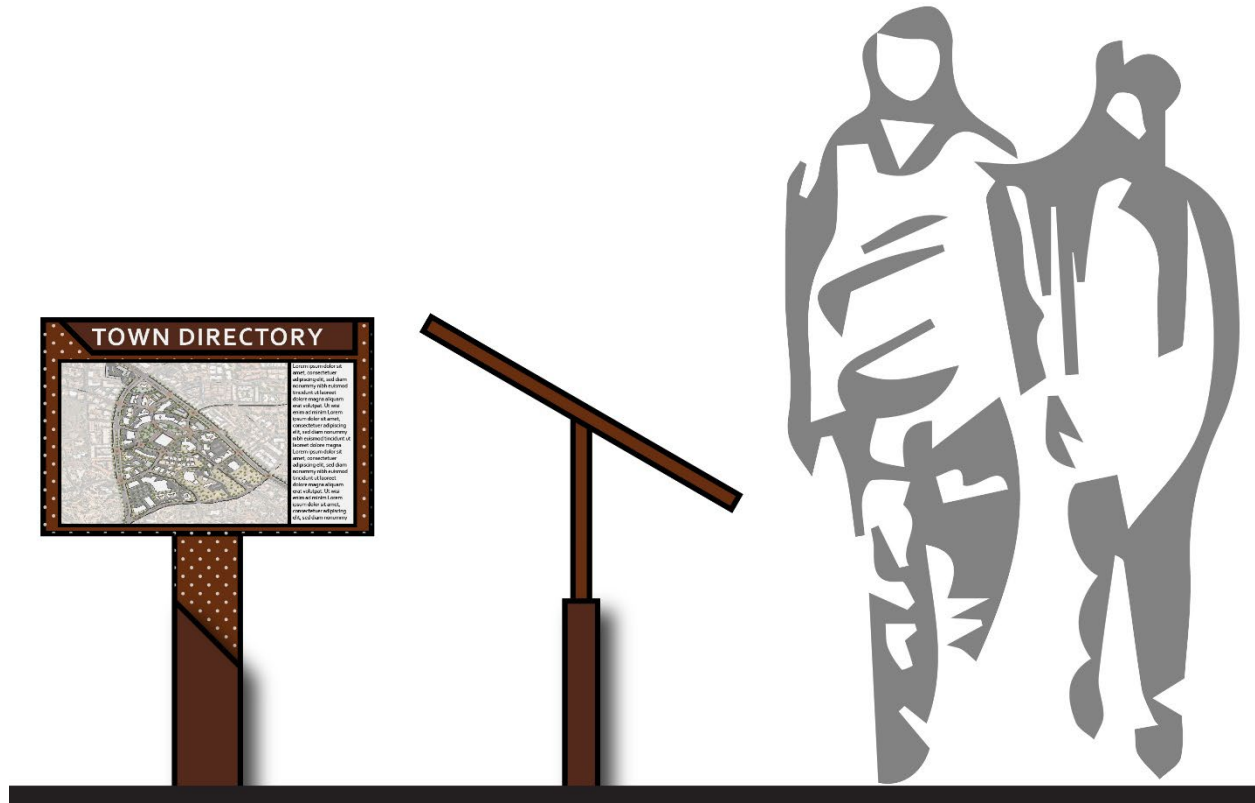


Figure 20: Pedestrian Map



## Comprehensive Sign Plan for Town Center



Figure 21: Recommended Location of Pedestrian Maps





### Parking Sign

Parking Signs indicate areas suitable for public parking. Refer to *Figure 22* for the proposed sign design.

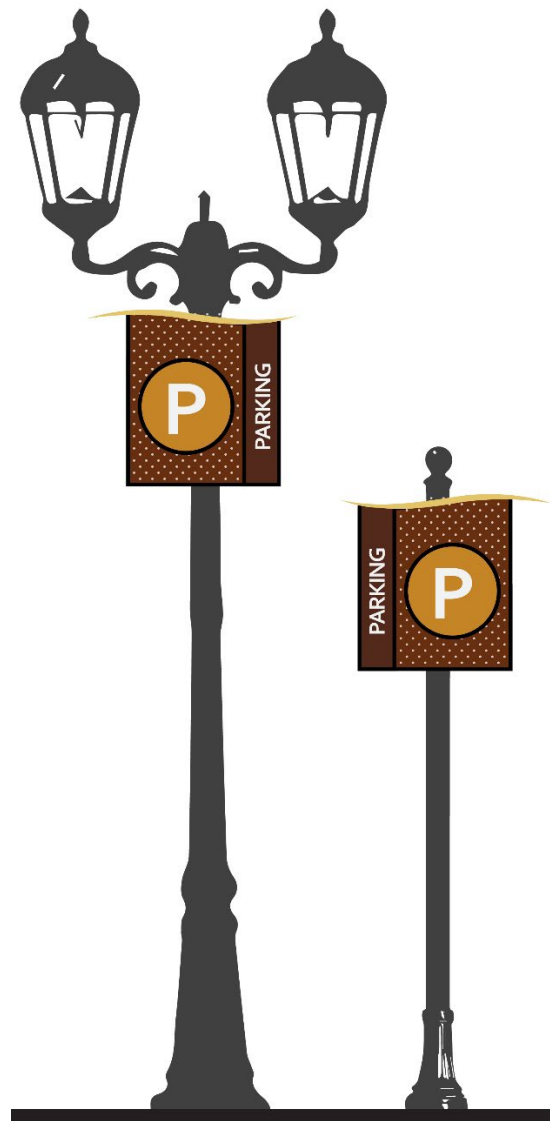
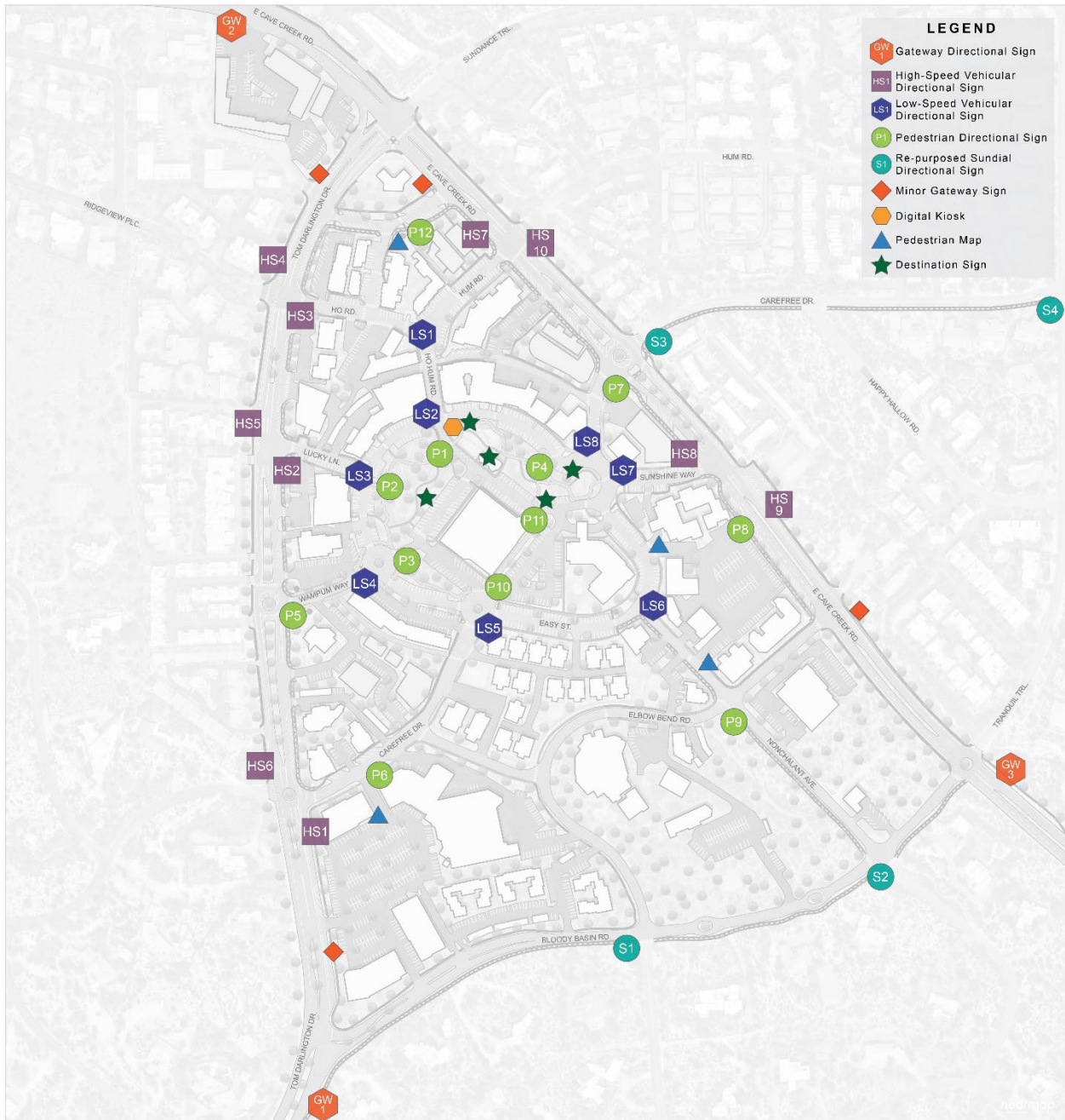


Figure 22: Parking Sign



# Comprehensive Sign Plan for Town Center

## Appendix A



Carefree Town Center Wayfinding Signage Location Plan



## Comprehensive Sign Plan for Town Center

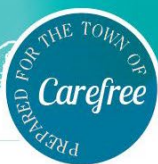
### Appendix B

#### Gateway Directional Signs

GW1	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Town Center	^
	Pavilion	^

GW2	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Town Center	^
	Pavilion	^

GW3	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Town Center	^
	Pavilion	^



## Comprehensive Sign Plan for Town Center

### High-Speed Vehicular Directional Signs

HS1	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	^ >

HS6	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	<

HS2	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	^ >

HS7	Sundial	>
	Gardens	^
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	^ >

HS3	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	>

HS8	Sundial	>
	Gardens	>
	Shopping	>
	Dining	>
	Pavilion	>
	Parking	^

HS4	Sundial	^
	Gardens	^
	Shopping	<
	Dining	<
	Pavilion	^
	Parking	<

HS9	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	< ^

HS5	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	^

HS10	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Parking	<



## Comprehensive Sign Plan for Town Center

### Low-Speed Vehicular Directional Signs

LS1	SIDE 1		SIDE 2	
	Sundial	>	Sundial	<
	Gardens	>	Gardens	<
	Shopping	<	Shopping	<
		>		>
	Dining	<	Dining	<
		>		>
	Pavillion	>	Pavillion	<
LS2	Visitor Center	>	Visitor Center	<
	Restrooms	>	Restrooms	<

LS2	SIDE 1		SIDE 2	
	Sundial	<	NA	
	Shopping	<		
		>		
	Dining	<		
		>		
	Pavillion	<		
LS3	Visitor Center	<	NA	
	Restrooms	<		

LS3	SIDE 1		SIDE 2	
	Sundial	<	NA	
	Shopping	<		
		>		
	Dining	<		
		>		
	Pavillion	<		
LS4	Visitor Center	<	NA	
	Restrooms	<		

LS4	SIDE 1		SIDE 2	
	Sundial	>	NA	
	Gardens	<		
	Shopping	<		
		>		
	Dining	<		
		>		
	Pavillion	<		
	Visitor Center	<		
LS5	Restrooms	<	NA	





## Comprehensive Sign Plan for Town Center

LS5	SIDE 1		SIDE 2	
	Sundial	>	NA	
	Gardens	<		
	Shopping	<		
	Dining	<		
	Pavillion	<		
	Visitor Center	<		
	Restrooms	<		
LS6	SIDE 1		SIDE 2	
	Sundial	>	NA	
	Gardens	<		
	Shopping	<		
		>		
	Dining	<		
		>		
	Pavillion	>		
LS7	SIDE 1		SIDE 2	
	Gardens	>	NA	
	Shopping	>		
	Dining	>		
	Pavillion	>		
	Visitor Center	>		
	Restrooms	>		
LS8	SIDE 1		SIDE 2	
	Gardens	>	NA	
	Shopping	>		
	Dining	>		
	Pavillion	>		
	Visitor Center	>		
	Restrooms	>		



## Comprehensive Sign Plan for Town Center

### Pedestrian Directional Signs

P1	SIDE 1		SIDE 2	
	Sundial	<	Sundial	>
	Splash Pad	<	Splash Pad	>
	Playground	>	Playground	<
	Visitor Center	^		
	Restrooms	^		
P2	SIDE 1		SIDE 2	
	Sundial	<	N/A	
	Splash Pad	<		
	Playground	>		
	Pavillion	<		
	Visitor Center	<		
	Restrooms	<		
P3	SIDE 1		SIDE 2	
	Sundial	>	N/A	
	Gardens	<		
	Splash Pad	>		
	Pavillion	<		
	Visitor Center	<		
	Restrooms	<		
P4	SIDE 1		SIDE 2	
	Splash Pad	<	N/A	
	Gardens	>		
	Playground	>		
	Pavillion	>		
	Visitor Center	>		
	Restrooms	>		
P5	SIDE 1		SIDE 2	
	Sundial	>	Sundial	<
	Gardens	>	Gardens	<
	Shopping	>	Shopping	<
	Dining	>	Dining	<
	Pavillion	>	Pavillion	<
	Visitor Center	>	Visitor Center	<
	Restrooms	>	Restrooms	<



## Comprehensive Sign Plan for Town Center

P6	SIDE 1		SIDE 2	
	Sundial	^	N/A	
	Gardens	^		
	Shopping	^		
	Dining	^		
	Pavillion	^		
	Visitor Center	^		
	Restrooms	^		
P7	SIDE 1		SIDE 2	
	Sundial	>	Sundial	<
	Gardens	>	Gardens	<
	Shopping	>	Shopping	<
	Dining	>	Dining	<
	Pavillion	>	Pavillion	<
	Visitor Center	>	Visitor Center	<
	Restrooms	>	Restrooms	<
P8	SIDE 1		SIDE 2	
	Sundial	^	N/A	
	Gardens	^		
	Shopping	^		
	Dining	^		
	Pavillion	^		
	Visitor Center	^		
	Restrooms	^		
P9	SIDE 1		SIDE 2	
	Sundial	^	N/A	
	Gardens	^		
	Shopping	^		
	Dining	^		
	Pavillion	^		
	Visitor Center	^		
	Restrooms	^		



## Comprehensive Sign Plan for Town Center

P10	SIDE 1	
	Sundial	^
	Gardens	<
	Splash Pad	^
	Playground	<
	Pavillion	^
	Visitor Center	^
	Restrooms	^

SIDE 2	
Gardens	>
Playground	>
Pavillion	>
Visitor Center	>
Restrooms	>

P11	SIDE 1	
	Sundial	^
	Gardens	<
	Splashpad	^
	Playground	<
	Pavillion	^
	Visitor Center	^
	Restrooms	^

SIDE 2	
Gardens	>
Playground	>
Pavillion	>
Visitor Center	>
Restrooms	>

P12	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavillion	^
	Visitor Center	^
	Restrooms	^

SIDE 2	
N/A	





## Comprehensive Sign Plan for Town Center

### Multi-Use Pathway Sundial Directional Signs

S1	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavilion	^
	Restrooms	^

SIDE 2
N/A

S2	SIDE 1	
	Sundial	<
	Gardens	<
	Shopping	<
	Dining	<
	Pavilion	<
	Restrooms	<

SIDE 2	
Sundial	>
Gardens	>
Shopping	>
Dining	>
Pavilion	>
Restrooms	>

S3	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavilion	^
	Restrooms	^

SIDE 2
N/A

S4	SIDE 1	
	Sundial	^
	Gardens	^
	Shopping	^
	Dining	^
	Pavilion	^
	Restrooms	^

SIDE 2
N/A

Appendix C



## PREFERRED SIGNAGE OPTION

