

## AGENDA



**JOINT WORK SESSION  
with the  
MAYOR and COMMON COUNCIL  
and Planning & Zoning Commission  
of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, MAY 31, 2006  
6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Discussion, consideration, and review of the draft Design Review Ordinance as prepared by Casa Verde Consulting. Modifications, additions, and general design review concepts will be discussed. The Town of Camp Verde Planning & Zoning Ordinance and Subdivision Regulations may be discussed in relation to Design Review.**
5. **Adjournment**

Posted by: *V James*

Date/Time: 5-26-06 9:00 a.m.

*Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.



## TOWN of CAMP VERDE - DESIGN REVIEW

Joint Council/P&Z Work Session – May 31, 2006

### MEETING OVERVIEW

The purpose of the joint work session is to review the draft Design Review Ordinance as prepared by Casa Verde Consulting. Modifications, additions and general design review concepts will be discussed. The Town of Camp Verde Planning and Zoning Ordinance and Subdivision Regulations may be discussed in relation to Design Review.

### MEETING OUTLINE

**1) Work Session 3 Review.**

Presentation of comments and work accomplished in previous work sessions.

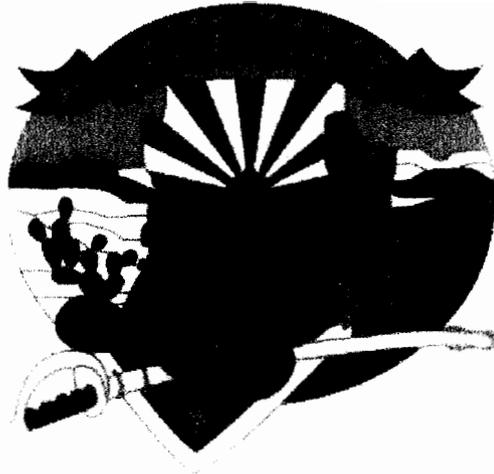
**2) Presentation and General Discussion Regarding Design Review Board Action Vs. Town Council Action.**

**3) Presentation and General Discussion Regarding Commercial and Industrial Outdoor Signage Regulation within 2000' of Interstate 17.**

**4) Presentation and General Discussion Regarding Residential Design Review in PADs and Subdivisions.**

**5) Draft Design Review Ordinance Presentation & Discussion**

Please forward comments to: Casa Verde Consulting  
849 South Cove Parkway, Ste C  
Cottonwood, Arizona 86326  
mm\_casa\_verde@commspeed.net



# Town of Camp Verde Design Review Ordinance

*Draft: May 2006*

Camp Verdeans describe their Town as “western, rural, friendly, and historic.” Camp Verde’s 2004 General Plan states: “Camp Verde will maintain its western, rural, friendly, and historic atmosphere” and “Commercial and residential areas will be neat and appealing in appearance so as not to distract from the natural beauty and mountain vistas of the Town”. It also emphasizes, “Maintaining the western/rural character of the town and its visual attractiveness.”

This statement of current conditions and future desires not only describes the vision and goals of the citizens of the Town of Camp Verde, in doing so it identifies the need to implement those goals.

Recognizing that an effective Design Review process is the most effective means of implementing these visions and goals, the Camp Verde Design Review Ordinance is hereby created.

Prepared By:

**CASA VERDE**  
Consulting, Planning and Design

### **Public Participation**

An extensive public process was utilized to encourage and gather public input into the drafting of the new Camp Verde Design Review Ordinance. A special acknowledgement is warranted for the Mayor and Camp Verde Town Council / Camp Verde Planning and Zoning Commission for their support, and to the Camp Verde Town staff members who assisted in the preparation of this ordinance. In addition, thanks to all the citizens who participated and contributed throughout the planning process. The following joint work sessions and public hearings were held:

**Work Session I: December 14, 2005 (Visioning)**

**Work Session II: March 8, 2006 (Public Visual Survey)**

**Work Session III: April 12, 2006 (DRO Concept Generation)**

**Work Session IV: May 31, 2006 (DRO Draft Presentation)**

**Work Session V: June ??, 2006 (DRO Draft Honing)**

**Planning & Zoning Commission Hearing: July ??, 2006**

**Camp Verde Town Council Hearing: August ??, 2006**

### **Meeting Participants**

Mayor Tony Gioia

Vice Mayor Jackie Baker

Councilmember Bob Kovacovich

Councilmember Brenda Hauser

Councilmember Howard Parrish

Councilmember Mike Parry

Councilmember Ron Smith

Commissioner Bob Burnside

Commissioner Bob Womack

Commissioner Jim Bullard

Commissioner Jim Hisrich

Ann E. Everett

Carol German

David A. Freeman

Doug Roy

Jeannette Teets

Jeremy Bach

Jim Long

Jim Sweitzer

Linda German

SC Bonnie Rascoe-Strempeke

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## **Definitions**

- A. "Applicant" means any real property owner or agent applying for Design Review approval according to this article.
- B. "Board" means the Design Review Board of the Town of Camp Verde.
- C. "Department" means the Community Development Department of the Town of Camp Verde.
- D. "Director" means the director of the Community Development Department of the Town of Camp Verde.

## **A. PURPOSE**

- 1. The Town of Camp Verde's Design Review process is intended to provide an aesthetic direction for continuing development within town boundaries in order to help preserve the western/rural appearance and small-town sense of place described in the Town's General Plan. A Council-appointed citizen's board is tasked with reviewing proposed commercial building projects to help ensure that new construction is consistent with the General Plan's vision of the Town's past, present and future character.
- 2. In furtherance of this purpose, the Town, through the Design Review Board and Planning Staff, will review and the Board shall act upon all development applications pertaining to commercial, industrial, multi-family and planned developments.

## **B. APPLICABILITY**

- 1. The provisions of this Section shall apply to all buildings, structures and signs which are to be hereafter erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the Town of Camp Verde.
- 2. Exceptions:
  - a) Single Family detached dwellings and accessory structures which are not a part of a Planned Unit Development; to include mobile homes.
  - b) Temporary sales and construction offices.
  - c) Public utility electrical transmission structures. Substations are considered to be voltage reduction facilities and are not exempt from the provisions of this Section.

## **C. ESTABLISHMENT, COMPOSITION**

- 1. The Design Review Board shall review applications for new commercial, industrial, institutional and multi-family structures and Planned Area Developments within the Town of Camp Verde to assure conformance with the general intentions and provisions of the Town of Camp Verde Design Review Ordinance and all other Town Ordinances.
- 2. The Board shall be appointed by the Town Council and be comprised of seven (7) members, each of whom shall be a resident of the Town of Camp Verde, or own

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or operate a business inside the Town limits. The composition of the Board shall be as follows:

- a) Two (2) members whom shall be qualified by background, training or experience in design related occupations such as architecture/building design, landscape architecture, land use planning, civil engineering or similar fields.
- b) One (1) member whom shall be or have been a builder, contractor, developer, real estate agent or otherwise represents contracting, development or real estate interests.
- c) Two (2) members whom shall be representative of the general public interest. These members may be lay persons with or without special knowledge of building design, construction, or real estate development, but should not be generally representative of those occupations described above.
- d) One (1) representative member from the Town Council.
- e) One (1) representative member from the Planning and Zoning Commission.

#### **D. Terms of Members, Vacancies, Compensation**

1. With the exception of Council and Commission representatives, members shall be appointed to three-year terms of service. However, the first appointments for one member of each of the three representative groups shall be to two-year terms so as to stagger appointments.
2. The Council and Commission representatives shall be appointed to six-month terms and shall rotate so as to provide the opportunity for all Councilors and Commissioners to serve during their term of office. The Commission will select its representative member for the term and forward his/her name to the Council for appointment. The Council will appoint its representative member for the term from among its members.
3. Members of the Board may, after public hearing, be removed by the Council for inefficiency, neglect of duty or malfeasance in office. The Council shall file a written statement of the reasons for removal. Three (3) unexcused absences during a term from any regular or special meetings shall be grounds for termination at the will and pleasure of the appointing authority without the necessity of a hearing or notice and such action shall be final.
4. Vacancies on the Board shall be filled by Council appointment of a qualified person to fill the vacancy for the duration of the term. However, if the amount of the unexpired term is less than six months, the Council may elect to appoint the member to the balance of the unexpired term plus a new three-year term.
5. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Board and approval of such expenditures by the Town Manager.

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### **E. Selection of Officers**

1. The Board shall elect a Chairman and Vice-Chairman from among its own members, who shall serve for one (1) year and until their successors are elected and qualified. The Chairman shall preside at all meetings and exercise all the usual rights, duties and prerogatives of the head of any similar organization. The Chairman shall have the power to administer oaths and to take evidence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability. Vacancies created by any cause shall be filled for the unexpired term by a new election.

### **F. Quorum, Voting**

1. Four (4) members shall constitute a quorum. The affirmative vote of a majority of members voting shall be required for passage of any matter before the Board. A member may abstain from voting only upon a declaration that he has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.
2. In the event that a voting quorum is unachievable on a particular application due to declared conflicts of multiple members, the Doctrine of Impossibility is invoked and the Director shall assume the powers of the Board to determine the outcome of the application.

### **G. Powers and Duties**

1. The Design Review Board shall recommend action to the Town Council pertaining to the approval, conditional approval or disapproval of all applications for Development Review as required by Section 124 of the Town of Camp Verde Zoning Ordinance, basing its decision solely on the criteria set forth in Section 124.C. of the Town of Camp Verde Zoning Ordinance and any supplemental guidelines to the Criteria as approved by the Town Council.
2. Once the Board has reviewed the application, Council may adopt the recommendations of the Board on a consent agenda within a public hearing if there are no objections, protests and or requests for Council public review. The Council shall review the application in detail if requested by any member of the Public, the Applicant, or by Town Staff. Requests for Council review shall be for items specific to Design Review, as intensity of development or allowable uses shall not be grounds for Council Review as such matters shall be addressed through the establishment of zoning districts. Notice of the time and place of the hearing shall be given in the time and manner provided for the Board as specified by this ordinance. In addition, the Town may give notice of the hearing in such other manner, as it may deem necessary or desirable.
3. Each Board member shall have the duty to fairly review each application submitted without regard to property ownership, the member's relationship, if any to the applicant or property owner or the type of business proposed. If a member cannot in good conscience consider an application because of any conflict of interest, financial or otherwise, such member shall have the duty to declare said

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conflict and refrain from any discussion of the application.

## **H. Rules and Regulations**

1. The Board shall make and publish rules and regulations as necessary to govern its proceedings and to provide for its meetings. All meetings of the Board shall be open to the public. The minutes and records of all Board proceedings shall be kept and filed as public record in the office of the Town Clerk.

## **I. Administration and Procedures**

1. Prior to the preparation of final architectural or engineering drawings for any buildings or structures to which this Section is applicable, a preapplication meeting with Director and or Board shall be held to review conceptual project plans and to identify positive and negative attributes early in the design process. For a preapplication meeting, a concept site plan and elevations indicating basic colors and materials is required.
2. Subsequent to the pre-application meeting, a complete Application for Development Review shall be submitted to the Director. Application forms and a complete list of required information are available upon request at the Planning & Zoning Department.
3. As part of the Application, the applicant or authorized agent shall submit the following information for consideration by the Design Review Board:
  - a) Site plan indicating the areas devoted to buildings, parking layout, walkways, landscaped areas and retention/detention structures. Show existing and proposed drainage systems, sign locations, outdoor lighting locations, trash enclosures, cluster mailboxes, vending machines, backflow prevention devices and service entrance panels. If a proposed building's finished floor will be 36 inches above or below any adjacent building within 100 feet, a site cross-section shall be provided showing the relationship of the proposed building and its grades to those adjacent.
  - b) A outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. All Outdoor lighting shall comply with Section 120 – Outdoor Lighting Ordinance. Manufacturers cut sheets showing fixture appearance and shielding information shall be included. Indicate any building skylights and the method of shielding.
  - c) A landscape plan depicting landscaped areas, with a description of size and type of landscape materials to be used and the method for maintaining same.
  - d) Elevation drawings of all sides of the building or structure with an indication of materials and colors being used. The Board may require material and color samples as well as other supportive information to clarify the application.
  - e) All proposed signs must be detailed graphically with illustrations depicting size, height and shape of the sign and a description of

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materials, colors and lighting to be used. Free standing sign locations must be shown on the site plan and building mounted signs must be shown on the building elevation.

4. The Director may approve an application for a building or structure in lieu of forwarding the application to the Board in the following cases:
  - a) Signs that are 40 square feet or less in area, are building-mounted or monument style, and which clearly meet both the requirements and intent of this section and the requirements of Sections 118 – Sign Regulations and 120 – Outdoor Lighting Ordinance.
  - b) A proposed building or structure that is either an addition or an accessory structure to an existing building and does not exceed twenty-five percent (25%) of the existing building floor area or five thousand (5,000) square feet, and that all proposed and existing buildings, structures, signs and landscaping on the site conform to the criteria set forth in Subsection C. In this case, the Director shall make the determination that the addition or accessory is complimentary with surrounding properties as well as with the existing building.
  - c) An addition or accessory building that does not substantially or detrimentally alter the appearance of the site as seen from off the site.
  - d) The Director shall have the same duties and powers of the Board in regard to these buildings and structures. If there are concerns that cannot be resolved between the applicant and the Director, or if the proposal does not clearly meet the criteria set forth in Subsection C., the application shall be forwarded to the Board for consideration.
5. The Development Review Board shall serve as an advisory board to the Town Council, and give recommendations to approve, conditionally approve or deny all applications for Development review.
6. Upon receiving approval, or a conditional approval, from the Development Review Board, the applicant may proceed with the preparation of a complete set of plans for submittal to the Building Department for Building Permit. Prior to issuance of a building permit, the Building Official shall determine that all Design Review requirements have been met.

## **J. CRITERIA**

1. In considering an application for Development Review, the Development Review Board shall be guided by the following criteria:
  - a) The general design of buildings, structures or signs as well as the surrounding site should reflect the simple, utilitarian building style historically prevalent within the Town, and should draw on the western/rural/military influences that have shaped Camp Verde's architecture since its inception. Comfortable simplicity is to be preferred over architectural complexity, while still addressing massing and scale considerations.
  - b) Design Review projects are encouraged to promote elements that contribute

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to the western rural atmospheres by integrating outstanding natural features such as trees, rivers, creeks, rock outcroppings, etc. whenever possible.

- c) Special consideration shall be required for prominent industrial and high intensity commercial projects, allowable within industrial and C-3 districts, which are visible and are within close proximity to public spaces, residential districts and major transportation corridors such as Main Street, State Route 260 and Interstate 17. Such projects shall be designed to minimize negative impacts with improved building facades and both vegetative and structural screening techniques.
- d) Residential projects subject to design review, as part of a PAD or as required by the Town subdivision regulations, shall promote diversity and minimize monotony by offering different colors and types of roofing materials, alternating the orientation of roof lines and pitches, varying lot widths, staggering front yard setbacks, increasing sideyard setbacks, and ensuring that the same elevation is not used on adjacent lots.
- e) Building color should be compatible with existing structures and should reinforce the visual character of the proposed building. The color should not be such that the building is competing for attention. Generally, building colors should be subdued and not garnish, and should not in any way become "signing" of the building or site. Use warm, muted shades as the body or overall building background color. Brighter, more intense and richer hues of related or contrasting color should be used as accent colors and highlight colors for architectural elements. Relate the paint colors to the natural material, colors found on the building, such as brick, terra cotta, stone, tile, wood or cast iron. Brick and stone should be left natural. When several materials are combined on a façade, color can be used to coordinate and highlight the varying components.
- f) The materials used in constructing the building, structure, or sign shall be of similar or superior quality, color and texture and shall be compatible with those materials used in construction of buildings, structures or signs in the general proximity to the applicant's request.
- g) The buildings, structures or signs shall be in proper scale with the parcel upon which it is located. The scale of the proposed buildings, structures or signs shall be compatible with those in the general proximity to the applicant's request and to the community.
- h) The overall site design and design of the building, structure or sign shall not adversely affect the existing or potential development of properties in the general proximity.
- i) Ingress, egress and on-site traffic, parking and circulation shall be designed to promote both driver and pedestrian safety and convenience and shall meet the minimum requirements outlined in Sections 108.L and 108.M of the Zoning Ordinance.
- j) The proposed development shall not have any detrimental effect upon the

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general health, welfare, safety and convenience of persons within the community.

2. Within the Historical Redevelopment Zone, in addition to the above:
  - a) New buildings, structures and signs and exterior remodeling/resurfacing projects shall be designed with special consideration to historical context. While it is recognized that certain historically used materials may be unavailable or impractical in modern construction, the designer should nonetheless endeavor to use materials that emulate the appearance. Reflective, glossy surfaces and materials that are obviously modernistic shall be avoided.
  - b) Architecture and design elements should reflect or complement those present in Camp Verde's older historic buildings to ensure the compatibility of the new with what already exists in the immediate vicinity. It is strongly recommended that owners or builders consult with the Design Review Board in the early planning stages of a new construction project. New construction should be compatible with existing structures in the immediate area in the following ways:
    - Size, height, and setback of structures;
    - Relationship of the structure to the open space between it and neighboring structures;
    - Exterior features, such as window sill or header lines, the proportion of window and door openings to the overall façade, and the horizontal or vertical emphasis of major building elements; and
    - Building materials

*(Please see Historical Overview and Visual Library for examples.)*
  - c) The Design Review Board shall give special consideration to application within the Historical Redevelopment Zone to assure that new and remodeled buildings fit within a reasonable historic context, even if compatibility with more modern surrounding buildings is diminished.

#### **K. Decorum, Protocol**

1. The Board shall set policy regarding the manner in which meetings will be conducted. Such policy may be approved by the Town Council.
2. The Chairman shall direct meetings in such a manner as to assure adequate discussion among members and applicants. Regardless whether meetings are conducted under Robert's Rules of Order, all speakers shall address the Chair.

#### **L. Duties of Staff**

1. Planning Staff shall accept and review completed Applications for Development Review, compile meeting packets and advise the Board as to whether the application complies with Zoning Ordinance requirements for lot coverage.

**Deleted:** ~~Design Review Board~~ proceedings are regulatory in nature rather than advisory or legislative. While open to the public, no statutory right of the public to speak exists. The Chairman may allow public input as appropriate, however, the decision of the Board is to be primarily made based on the physical merits of the application. ¶

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parking and circulation, landscaping, lighting, signage and other applicable requirements.

2. Planning Staff shall prepare and post meeting notices, Board agendas and other notifications as required by the Town Code.
3. Planning Staff shall facilitate and record the proceedings of the Board, provide written minutes of all meetings and provide to the Town Clerk copies of such documents deemed to be of public record.

#### **M. Fees**

1. Upon filing an application, the applicant shall pay an application fee to the planning department in accordance with a schedule established by resolution of the Council and posted in the office of the zoning administrator; no part of any such fee shall be returnable after an application is filed and such fee is paid.

#### **N. Appeals**

1. In the event that an application for Design Review is denied by the Council, or is withdrawn after the Board hearing, the Board shall not consider the application or any other application for the same project as it applies to the same property described in the original application, or any part thereof, within a period on one (1) year from the date of such denial action, unless the conditions upon which the original denial was based have changed.

**Deleted:** Any applicant or any citizen of the Town of Camp Verde who is dissatisfied or aggrieved by the decision of the Development Review Board may appeal such decision to the Town Council by filing a written Notice of Appeal with the Town Clerk, not later than fifteen (15) days from the date of the Board's decision. The decision of the Council shall be binding upon all parties

#### **O. Enforcement, Violations, Penalties**

1. The Director shall insure that all matters are undertaken according to conditions of the approved plans.
2. Noncompliance with the approved plans shall be grounds for stopping work on the project or for denial of a Certificate of Occupancy.
3. Additional penalties for violation or non-compliance shall be as contained in the Camp Verde Town Code.

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