

MINUTES
Regular Session
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY, May 27, 2008
3:00 PM

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Board motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**
The meeting was called to order at 3:00 p.m.

2. **Roll Call**
Chairperson Binick, Vice Chairperson Hough, Board Members Brinkman, Holguin, Darby and P&Z Commission Liaison German were present Board Member Norton was absent.

Also Present: Sr. Planner Mike Jenkins, Administrative Assistant Valerie House, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Hough.

4. **Consent Agenda** - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.
 - a. **Approval of Minutes:**
May 13, 2008 – Special Session
 - b. **Set Next Meeting, Date and Time:**
June 24, 2008 – Regular SessionOn a motion by Brinkman, seconded by Darby, the Consent Agenda was unanimously approved as amended with the following corrections: Minutes of May 13, 2008, 2nd page, "Heinz" corrected to read, "**Hines**," and, "...Solar panels well be used" corrected to read, "...Solar panels **will** be used"; and on the last page, " Item No. 8, re "simplicity sign," change wording to read, "...**showed an example of a sign that was used by Simplicity Salon.**"

5. **Call to the Public for Items not on the Agenda**
There was no public input.

6. **Public Hearing, Discussion and possible approval of DRB 2008-18: An application submitted by Tyler Baxter of Total Building Systems, Inc., agent for Robbie Allen, owner of parcel 404-23-034C, requesting approval of remodel and repairs to Sutler building in order to establish a restaurant located at 564 Main Street.**
A motion by Hough, seconded by German, to approve DRB 2008-18, amended with the handout submitted, giving Mr. Allen the chance to show what he can make beautiful on Main Street, **was withdrawn by both after further discussion.**

On a motion by Binick, seconded by Holguin, the Board unanimously approved DRB 2008-18, an application for the Sutler building remodel and repairs, **subject to the following final additional items:**

- (1) Inclusion of the 3-page Suttler Steakhouse Remodel description which specifically outlines the first, second and third choices on the exterior surface treatment;
- (2) All trim on structure including the trim around the exterior shadow boxes will be of a rustic treatment similar to that treatment that is provided for the proposed board and batten treatment;
- (3) Lanterns affixed to the structure shall be "oil lamp" design;
- (4) If the shadow box is not structurally possible, an alternative installation of message board using similar materials;
- (5) The exterior posts shall be rough sawn, 4-inch diameter minimum, or greater if needed;
- (6) Asphalt shingle roof color similar to that manufactured by Elk, color item Capstone;
- (7) Chimney to follow the exterior surface treatment as selected for the building, except for the board and batten, to be a similar look, to meet Fire Codes;
- (8) The lean-to structure to remain as is;
- (9) The rear exterior face of the building to be painted to match the pre-existing color of the balance of the exterior surfaces section, providing uniform color;
- (10) Sign approval is not included; however, the Board supports the historical nature and location of the proposed Steakhouse sign on the roof line.

STAFF PRESENTATION

Sr. Planner Jenkins gave an overview of the subject planned remodel and repairs to the Sutler Building, including staff's review determining that the zoning is appropriate for the planned activity, and review of rough drawn exhibits. Staff review noted that no photo exhibits for proposed exterior lighting fixtures were submitted; that lumens calculation sheet must be submitted with lighting plan; no off or on-site civil plans and no additional parking will be required. Jenkins confirmed that the hearing is for final approval of the project.

APPLICANT'S STATEMENT AND BOARD DISCUSSION

Robert Allen, representing Tyler Baxter, said that in addition to the overview by staff, he had been asked to make sure in appearing before the Design Review Board that there would be a possibility for alternatives on the project; the primary objective is to try to retain the historicity of the building, to restore it as closely as possible to make it historically reminiscent of the original building. Mr. Allen displayed samples of alternate exterior finishes and the roof material, indicating

the first choice for each.

The Board discussed in detail with Mr. Allen the alternate materials and finishes to be used for the building; staff confirmed that during the conceptual review he had been given permission to present three different alternates at the hearing for final approval. The Board had determined at that time that because of having to make selections based on as-yet unknown factors that may be encountered in the repairs to the building, allowing three alternatives would serve to help provide full disclosure on what the developer is trying to accomplish. Copies of a 3-page written narrative detailing the plans for The Sutler's Store, entitled, "Sutler's Steakhouse Remodel," were distributed to the members and will be included as part of the application process.

After a lengthy review of the proposed details indicated in the sketches, the proposed colors and finishes, the proposed roof sign location, and the goal of the final remodel as explained by Mr. Allen, as well as the adjustments that may have to be made because of the unique project being undertaken, the Board arrived at the decision to approve the project, with stipulations, as discussed with and agreed to by Mr. Allen.

Note: Item 7 was postponed for discussion and review as a courtesy to await the arrival of the applicant, with Items 8 and 9 addressed first.

- 7. Discussion and Conceptual review of DRB 2008-20: An application submitted by Marlin Parker of Rocky Construction, owner of parcel 403-23-006F, requesting conceptual review of a proposal for constructing a mechanic shop and perimeter fencing. This development will be located on the South side of Cherry Road off of Highway 260 and across the street from Jobsite Concrete and Fed Ex.**
There was no action taken.

STAFF PRESENTATION

Sr. Planner Jenkins said that the applicant has already applied for and received grading permits for the subject portion of the property, and now plans to move forward with the construction of a metal building. Jenkins reviewed the fencing surrounding the property, the driveways, and the planned appearance of the building, the zoning, parking, drainage, signage and lighting.

APPLICANT'S STATEMENT AND BOARD DISCUSSION

Marlin Parker explained that the building is intended to just be a shop for his mechanics to work on the company's own equipment; it will also be used for storage. The intent is to use only a 1.7 acre portion of the subject property, with the remainder to be available for future sale. Mr. Parker confirmed that he has had a legal description drawn up for that; it has not yet been recorded.

The members discussed the proposed building, with concern about the white exterior; a suggestion was made to possibly install garage doors of a neutral, perhaps tan color. The Board suggested wood accents, or a porch type of affair to enhance the front of the structure; it was also suggested that perhaps a front facing of a 3-foot high stack stone or rock might be added to carry out the rustic look. The Board also questioned possible landscaping and type of trees being considered.

8. **Discussion and Conceptual review of DRB 2008-21: An application submitted by Bill Gardner, agent for Verde Valley Congregation of Jehovah's Witnesses, owner of parcel 404-28-023G, requesting a conceptual review of proposal for constructing a Kingdom Hall (Church) and remodel of existing home for a parsonage. The subject property is currently zoned R1L-35 and consists of approximately 2 acres. This development will be located at 836 W. General Crook Trail on the North side of Highway 260.**

There was no action taken.

STAFF PRESENTATION

Sr. Planner Jenkins described the plans for the Church building, including roof construction and color, exterior color and trim, parking, required screen wall, and the planned remodel of an existing building on the property. The utilities will be served by an existing well and septic. Applicant plans to pursue connection to the Camp Verde Water System and the possibility of sewer connection. Jenkins also pointed out an electrical utility easement indicated on the plans that appears to be encroached upon by the proposed Church building.

APPLICANT'S STATEMENT AND BOARD DISCUSSION

Bill Gardner first explained that the landscape area and overhang on the end of the building are what appear to encroach on the easement; he has confirmed that there is no encroachment by either the overhang or the building. The members discussed with Mr. Gardner the existing easement providing access to the property and whether he has received input from ADOT, the planned parking, and suggested that he consider adding some trash disposal facility as well as adding some architectural feature to the long expanse of one wall, perhaps columns or landscaping, all of which Mr. Gardner agreed to add if the Board so required. Mr. Gardner pointed out that a planned low wall will effectively prevent headlights from cars shining onto adjoining properties. The members suggested screening of any air conditioning units. Jenkins said staff is looking into the issue of whether a dumpster area would be required, and will provide clarification of that to the Board. The Fire Department will complete its review before the application comes back to the Board.

9. **Presentation by Housing Commissioner(s) and Housing & Neighborhood Revitalization Director Matt Morris, followed by Commission discussion and possible recommendation to Housing Commission regarding the Parkway Homes Development on the Town owned five-acre property located on Cliffs Parkway (APN: 404-28-439), and possible selection of Commission liaison for future Housing Commission work sessions to draft Request For Proposals.**

There was no action taken.

Housing & Neighborhood Revitalization Director Matt Morris, together with input from Housing Commissioner Chairperson Linda Buchanan, gave a presentation on the background, the public outreach efforts and current progress of the proposed Parkway Homes development project on the Town-owned five-acre property located on Cliffs Parkway. Morris displayed charts showing the location of the property and proposed layout of the homes, a percentage of which will consist of attainable housing. The presentation outlined the primary goal of raising funds for the new Library while providing attainable housing opportunities for the working class citizens of Camp Verde.

Morris explained that the different Commissions and Boards are being invited to appoint a member from each to act as a liaison to provide input during the process of formulating the Request for Proposal. The Board questioned the issue of possible conflict if a member acts as a liaison during the RFP process since the project will be coming back to the Board for design review and approval. Buchanan explained that the Council had suggested inviting persons to act as liaisons, but it was not mandatory, and the invitation will remain open to be readdressed later, if desired. Buchanan added that the Housing Commission meets on the third Tuesday of each month at 4:00 p.m.

10. Continued Discussion of Amendment 08-01 to Section 124: for the Planning and Zoning Ordinance and the Design Review Manual as directed by Council.

On a motion by Binick, seconded by Brinkman, the Board unanimously voted to continue Item 10 to the next regular meeting.

Note: Vice Chairperson Hough was excused to leave the meeting at 5:03 p.m.

A recess was called at 5:06 p.m.; the meeting was called back to order at 5:17, at which time Item 7 was addressed.

11. Board Informational Reports:

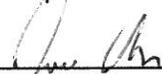
There were no reports.

12. Staff Report

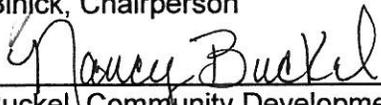
There was no report.

13. Adjournment

On a motion by Brinkman, seconded by Darby the meeting was adjourned at 5:35 p.m.



James Binick, Chairperson

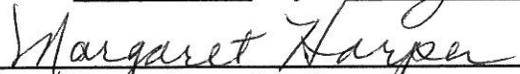


Nancy Buckel, Community Development Director

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 27th day of May 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 24th day of June, 2008.



Margaret Harper, Recording Secretary