

**STATE OF TEXAS** §  
**COUNTIES OF POTTER** §  
**AND RANDALL** §  
**CITY OF AMARILLO** §

On the 5th day of December, 2013, the Downtown Design Review Board met in a scheduled session at 5:30 p.m. in Room 306 on the third floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following members present:

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD	NO. MEETINGS ATTENDED
Chan Davidson, Vice Chairman	Yes	21	14
Melissa Henderson	No	21	13
David Horsley	No	21	17
Charles Lynch	No	21	16
Kevin Nelson	Yes	21	18
Bob Rathbun	Yes	21	16
Wes Reeves	Yes	21	16
Steve Gosselin	No	7	6
Howard Smith, Chairman	Yes	21	21
Dana Williams-Walton	Yes	21	16

CITY STAFF:  
Kelley Shaw, Planning Director  
Cris Valverde, Senior Planner

OTHERS IN ATTENDANCE:  
Melissa Dailey, DAI

Chairman Smith opened the meeting, established a quorum, and conducted the consideration of the following items beginning with ITEM 1.

**ITEM 1: Approval of Minutes from the November 7th, 2013 meeting**

Chairman Smith asked if there were any questions or comments regarding the minutes? Mr. Rathbun motioned to approve the minutes as presented. Mr. Reeves seconded the motion and the motion passed unanimously.

**ITEM 2: Discuss and consider amendments related to elements within the Downtown Amarillo Urban Design Standards and the related development review process**

Mr. Shaw gave a brief review of the steps that have taken place leading up to the recommended Downtown Amarillo Urban Design Standards (DAUDS). The latest action was that a committee made up of City staff, DAI staff, a DAI Board member, and members of the Downtown Design Review Board (DDR) met with five concerned property on the suggestion of DAI Board.

Mr. Shaw reiterated that, in his opinion, the majority of the concerns had to do with a misunderstanding of what and when Downtown Urban Design Standards applied. Mr. Shaw briefly went over a list of concerns that were discussed at the meeting

Mr. Reeves stated that some of the concerns seemed to be generalizations and that if numbers were to be used, those numbers needed to be backed up with facts. Mr. Nelson stated that although those who attended the meeting agreed that many of the concerns were more of a general nature, he felt that because the concerned individuals were significant downtown property owners that the Board needed to be responsive to those concerns that could be addressed. Mr. Nelson stated that he still felt that the lack of clear direction on when certain standards were triggered was an issue.

Chairman Smith asked Cleve Turner, who was in attendance as a citizen, if he wished to speak. Mr. Turner stated that he thought the large project at the Atrium building should have triggered walkway improvements. If it did not, Mr. Turner expressed concern that the improvements would take several years to implement in the downtown area.

Several comments followed from the Board that centered on what could be done to eliminate any misunderstandings or better clarify aspects of the design standards. Mr. Nelson discussed several scenarios of parking lot improvements that could be done and asked if the design standards related to parking lots would apply to each scenario. Mr. Nelson stated that he felt that each section of the design standards could use a more objective approach to what triggered certain improvements. Mr. Rathbun suggested that using building permits may be a possible solution. Mr. Shaw stated that building permits were not required on some type of projects and gave construction of sidewalks as an example.

Mrs. Dailey stated that the DAI Board had voted to support the proposed amendments as were presented to them and that if additional substantive changes were proposed, the DAI Board would need to review the additional changes.

Mr. Nelson stated that he didn't believe the changes that were being discussed were not substantive but were targeted at applying more specificity to what was actually required and when, and not adding anything. Mr. Shaw stated that he believed he could go through the design standards and add certain language to each section discussed that might help clarify what standards apply and when they would be triggered. Mr. Rathbun suggested that another element that could help would be a FAQ page.

The Board tabled any consideration of DAUDS amendments and recommended to Mr. Shaw to work on further clarification on when certain standards would apply taking into account the suggestions discussed by the Board members.

### ITEM 3: Public Forum

Mrs. Walton introduced Mr. Cleve Turner who stated he had some concerns with trees being planted too close to utility poles and light standards. Mr. Turner stated he knew that there was a 25 ft. minimum spacing standard and wondered if there was any latitude regarding the spacing. Mr. Shaw stated that staff would always take into account drive openings, or utility poles when reviewing tree spacing and gave an example of where smaller "ornamental" trees were recommended because of overhead utility lines.

Mrs. Walton also expressed concern that perhaps the 25 ft. spacing could cause issues once trees reached full growth and having to be trimmed away from lights. Mr. Shaw stated he had the same concerns at one time but had been paying attention to other areas where downtown street trees existed. Mr. Shaw stated that with proper pruning, the trees looked appropriate.

Questions were raised regarding lots that had odd frontage amounts and how would that be treated. Mr. Shaw stated that such scenarios would be treated on a case by case basis and that staff would look at adjacent lots and probable tree locations and hopefully apply common sense.

Mrs. Walton suggested that maybe in the future the Board could look at adding language that trees shouldn't be located within a certain distance from a utility pole. Other Board members stated that the current language seemed to be adequate at the moment and that staff could review tree locations for appropriateness.

ITEM 4: Consider Future Agenda Items

Hearing none, Chairman Smith adjourned the meeting.

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Kelley Shaw  
Planning Director