

MINUTES
Regular Session
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY JANUARY 08, 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. by Board Member Hough acting as Chairperson in the absence of both the Chairperson and Vice Chairperson.
2. **Roll Call**
Board Members Michael Hough, Shirley Brinkman, Paul Holguin and Bob Burnside were present; Member Steve Darby arrived at 3:14 p.m.; Chairperson Binick and Vice Chairperson McDonald were absent.

Also Present: Community Development Director Nancy Buckel, Sr. Planner Mike Jenkins, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Burnside.
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:**
December 11, 2007 – Regular Session
 - b. **Set Next Meeting, Date and Time:**
February 12, 2008 – Regular SessionOn a motion by Burnside, seconded by Brinkman, the Consent Agenda was unanimously approved as presented.
5. **Call to the Public for Items not on the Agenda**
There was no public input.
6. **Presentation, and Discussion of a conceptual plan for DRB 2007-18: A Conceptual Application, submitted by Jack Sheehan owner of Wesley Properties, LLC, agent for Evergreen Devco (Walgreens) located on parcel 404-28-015W, & 014G for Conceptual Design Review. Location of property is 475 Finnie Flat Rd.**
There was no action taken.

Sr. Planner Jenkins reviewed the written staff comments and recommendations in connection with the subject Conceptual Application. Highlights from the report include the need for a floor plan in order to determine required parking spaces; a question regarding the issue of intended Rights of Way which the developer has been advised will be addressed with the Civil Site Plan submittal for final approval; and the required landscaping and screening in accordance with the

P&Z Ordinance.

Jack Sheehan, owner of Wesley Properties, said that he would be the landlord for the proposed business, and he had nothing to add to the staff's report, except that the parking issue will be resolved prior to the formal Design Review meeting. Mr. Sheehan confirmed that he plans to purchase the adjoining parcel of land and have it rezoned as required in order to obtain the number of parking spaces required. He described the proposed buildings to be constructed on two levels; ingress and egress are being worked out. A meeting with the Town Engineer is scheduled for January 20th to work out all the items in question, including the civil engineering plan, and input from all the other agencies.

Reuben Garbett, with Evergreen Devco (Walgreens), said he was present to listen to the input and suggestions from the Design Review Board. The Board discussed the proposed project with Mr. Garbett, with suggestions regarding the type of construction, planned driveway, parking accommodations, sidewalks from the parking areas, location of the drive-up window, landscaping, screening of appliances, trash processing, and drainage provisions. The members offered ideas for incorporating Western elements into the design, including types of lighting, and suggested that staff provide the applicant more information from the Code.

The Board briefly discussed other concerns, including possible safety problems with the planned entrance off of Finnie Flat Road, which Mr. Sheehan said would be addressed with the civil engineer and Town Engineer. Staff pointed out that the developer has been encouraged to include all signs on the final Site Plan for a Comprehensive Sign review at the time of the request for final design approval.

There was no public input.

7. Discussion of the Design Review procedures & ordinance and Possible recommendation to Council to amend Section 124 to create better guidelines for the applicant and the Design Review Board.

There was no action taken.

Buckel said that staff would listen to any input from the Board and take notes, adding that the discussion might also address issues that may come up at the meeting Wednesday night. Buckel suggested that there might be architectural elements that could be added to the ordinance, such as corbels, or other small Western elements brought into the design, to give the applicants better design guidelines, as well as to let them know specifically what is not wanted in the design.

The members discussed possible changes and additions to the Code, offering various opinions on what constitutes a Western/Rural design, including a suggestion that they work on a list for additional criteria and expand the visual library for better guidance. The Board addressed establishing a time limit between final design approval and pulling the building permit, for example, 24 months.

Some revisions to the Design Review Ordinance were suggested, for instance, some clarification of the section dealing with single-family dwellings; in one section the reference to "prior to issuance of a building permit," should be changed to reflect, "prior to issuance of a Certificate of Occupancy." It was also

suggested that a review of CC&Rs for a proposed development might be helpful when considering imposing certain stipulations. There was also discussion regarding both the Board and the applicant using the checklist for guidance. Buckel suggested that meeting with the whole Board should be mandatory, and meeting with the staff an administrative process to outline the guidelines. It was agreed that the current procedure should be addressed and clarified. There was further brief speculation on what may be expected to be discussed at the upcoming Wednesday night meeting, including issues with Verde Crossing and Rainbow Acres.

There was no public input.

Note: Acting Chairperson Hough requested to be excused from the meeting and left at 4:51 p.m.

8. Board Informational Reports:

There were no Board Reports.

9. Staff Report

There was no staff report.

10. Adjournment

On a motion by Holguin, seconded by Darby, the meeting was adjourned at 4:55 p.m.



James Binick, Chairperson

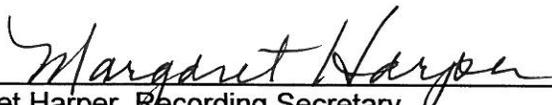


Nancy Buckel, Community Development Director

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 8th day of January 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 12th day of Feb., 2008.



Margaret Harper, Recording Secretary