

MINUTES
Regular Session
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY DECEMBER 11, 2007
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 Dugan McDonald, Members Shirley Brinkman, Michael Hough, Holguin, Darby and Bob Burnside were present.

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 Binick.

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:**
September 11, 2007 – Regular Session
 - b. **Set Next Meeting, Date and Time:**
January 8, 2008 – Regular SessionOn a motion by Burnside, seconded by Hough, the Consent Agenda was unanimously approved as presented.

Commissioner Burnside commented that he thought one of the suggestions made to an applicant at the prior meeting should have been included in the Minutes; it was pointed out that the suggestion was for the benefit of the applicant, Minutes are a summary of the proceedings, that the matter addressed had been simply a preliminary review of a proposed project, and that no formal action had been requested or taken.

5. **Call to the Public for Items not on the Agenda**
Deputy Town Clerk Virginia Jones reminded the members about the Holiday Party scheduled for Saturday, December 15th at 6:00 p.m., and urged everyone to attend and to let the Clerk's Office know who is planning to be there.

There was no further public input.

6. **Presentation on Open Meeting Law by the Town Clerks Office.**
Deputy Town Clerk Virginia Jones introduced herself, and explained that the subject presentation is made once a year when new Commissioners are seated

in order to train them in the requirements of the Open Meeting Law. Jones encouraged the members to ask questions at any time during the presentation.

Jones proceeded with a Power Point presentation on the Open Meeting Law, beginning with an outline of the purpose and requirements, and including a review of meeting procedures, contents of and adherence to agendas, public participation, and penalties for violations. Jones also suggested examples of violations and ways to avoid such violations. The members briefly participated, requesting clarification of some of the issues, such as several members attending social events together. In closing Jones stressed that the Clerk's Office is available for any questions or concerns that the members may have during their terms as Commissioners.

Note: Prior to hearing the following Items 7 and 8, Vice Chairperson McDonald recused himself at 3:16 p.m. because of conflict of interest.

7. Presentation, and Discussion, and possible Approval for DRB 2007-13: An application submitted by Nate Lechtenberg of Stout Building Contactors, LLC agent for Buffalo Partners, with the permission of Cynthia Rae Faulkner, owner for the development of a Dollar General Store on the east portion of parcel 403-23-103W measuring approximately 158' X 256.57' and containing 42,599 sq ft +/- located near the corner of Finnie Flat Road and Simonton Ranch Road, zoned C2.

On a motion by Burnside, seconded by Darby, the Board voted unanimously to grant conditional approval of DRB 2007-13, based upon the recorded conditions, set forth as follows, primarily verbatim:

- Continue the stucco façade as it appears on the front elevations down the two sides of the building;
- Make sure that all Scott Simonton's requests are met; also that Scott Simonton will allow developer not to stucco the back of the building (*Note: this is only a request to confirm that understanding between Simonton and the developer*);
- Full set of engineering drawings showing all the details, including detention and offsite improvements to be associated with the project, and that the civil engineering drawings will meet Town Engineer Ron Long's requirements;
- Parking stalls will conform to Town standards 20-foot length where they abut a sidewalk, and no overhanging bumpers;
- Walk on west side of building will be 6 feet, not 4;
- Dumpster have adequate access, placed at an angle or moved for truck to have straight access;
- Street light location to be shown;
- Lighting for whole project to be changed to reflect Western theme, with an example to be shown;
- Addition of two canopies on west side of building;
- Light at rear of building will be no higher than just above the set of double doors;
- Columns will be shown on the footprint of the building;
- Mechanical equipment will be on the ground and shielded;
- Dollar General will come in for their own sign permit to get approval;
- Vault-and-haul location will be shown on civil plans;
- Landscape out front will be mounded a minimum of two feet to shield lighting from adjacent properties;

- Pole lights will have at least a 36-inch concrete base;
- Façade will be shown correctly on the elevations;
- ADEQ vault-and-haul approved application;
- Architectural renderings revised to show the correct color scheme and elevations;
- Drawings should all coincide as far as building footprints;

STAFF PRESENTATION

Community Development Director Buckel commented that amendments had been made to the conceptual plan as discussed and suggested by the Board at the September 11, 2007 meeting, and referred to the packets provided to the members that incorporated the amendments. Buckel briefly reviewed the planned Dollar General Store that will be located adjacent to the Simonton Ranch development. Buckel outlined the requests made by Mr. Simonton to the applicant regarding access for trash trucks at the rear of the building and some type of buffer between the residential and commercial areas, which the applicant has proposed in the form of block wall and landscaping. Buckel also described some features that had been requested to improve the appearance of the proposed metal building. Staff had recommended that plans presented for approval be stamped by a civil engineer; the representative for the developer indicated to staff that they opted not to move forward and have the civil plans prepared for the Town Engineer to review until they receive DRB approval.

APPLICANT'S STATEMENT

Nate Lechtenberg, the agent for the developers, said he hoped that the packet he had provided was sufficient to give the Board an idea of the planned project. He explained that they do have a civil engineer they are working with; however, the intent is to first obtain approval because of their limited financial resources, and with that assurance they will be in a better position to incur the additional expense to have a full set of civil plans prepared. Mr. Lechtenberg said that the approval would be contingent upon meeting the requirements set forth by the Board.

BOARD DISCUSSION

The Board held a detailed discussion with the applicant, expressing their concerns based on the plans that had been submitted, with Mr. Lechtenberg accepting and agreeing to incorporate the improvements, additions and revisions outlined by the individual Board members as conditions for approval. During the discussion there was deep concern expressed regarding the Board being asked to approve an incomplete package with plans that had not been stamped by a civil engineer, since some of the elements could change dramatically in the final civil plans; that could therefore place an unreasonable burden on staff to make what could be a controversial decision or interpret whether or not the project would need to come before the Board again. In contrast, there was also the desire to try to work with the applicant who had been willing to risk the cost of appearing before the Board, as well as the added incentive of helping to bring a new business and employment opportunities to the Town. With input from Buckel, the members went over the plans submitted by the applicant, pointing out and reviewing with Mr. Lechtenberg the specific concerns to be addressed and included as stipulations or conditions of approval. In general, the concerns and revisions discussed included issues of roofing, stucco, drainage and detention, landscaping, approval from Simonton re landscaping/block wall buffer, loading dock, sidewalks, canopies, patio area, parking accommodations, lighting

including street lights, sewage disposal, signage, location of A/C equipment, and landscape mounding. The Board also discussed setting time limits on approvals.

8. **Presentation, and Discussion of a conceptual plan for DRB 2007-12: Latigo Professional Plaza for the construction of commercial buildings and site improvements, by Cameron Brees agent for Timothy & Kristine Delaney, owners of parcel 404-02-106A. This property is located at the corner of Howard's Road and Parrish Lane, and is zoned C3 and contains 2.51 acres. There was no action taken.**

STAFF PRESENTATION

Sr. Planner Mike Jenkins outlined the project shown on the revised conceptual plan presented for the Board's consideration; the revisions address many of the concerns that the Board and staff have had in the past, in particular the parking and building locations. There are three building proposed to be built on the site; the plans show the building that the developer plans to build first. The large building will be the equine hospital and the third future building will possibly be a retail use in the future. Half of the first building will be used for a veterinarian office, with the other half utilized for retail sales of feed and tack. Since this is a conceptual plan only, no civil plan has been included. Jenkins reviewed other planned features, including planned parking, loading and unloading area for the equine hospital. Staff has also discussed signage with the applicant. Drainage will need to be addressed, as well as lumens count. Storm water prevention plan will be necessary with the final submittal, as well as the Town Engineer's approval of the preliminary plan.

APPLICANT'S STATEMENT

Cameron Brees identified the businesses adjoining the property, and the residential properties of Howard Parrish. Mr. Brees confirmed that the first building is shown on the northeast corner of the plan with the shared use as described by Mr. Jenkins.

The Board discussed the proposed project with Mr. Brees including the planned provisions for care, transporting and unloading the animals, and confirmed with Buckel the uses allowed on the parcel which is zoned C-3. The plans show the future buildings as well; in response to a question Mr. Brees said that when plans are submitted for approval of the first building, the plans will specifically show that section of the project, and the access road including the portion to be paved. The Board also discussed perimeter fencing and screening. Buckel pointed out that this is a resubmittal and the applicant has been updated on what the Board is looking for. The members made other suggestions involving color treatments, canopies over the windows, variations to the side of the building, showing signage on the plans, landscaping, and the future need for buffered screening. Buckel confirmed that drainage concerns will be addressed on the civil plans. There was no further discussion and the applicant was commended for his resubmittal.

Note: Vice Chairperson McDonald returned at 5:12 p.m. and participated in the remainder of the meeting.

9. **Board Informational Reports:**

Binick advised the Board that he had presented the Quarterly Report to the Council, and Council has requested a Work Session with the Design Review Board to go over specific issues; that will be scheduled in the future. (*Buckel*

commented that the next Report is due.)

Burnside said he was looking forward to some of the discussions from the last meeting when they are scheduled; he said that Buckel has made a note of them. *(Buckel added that the time limits on approvals could be addressed as a separate agenda item.)*

Darby explained that his upcoming schedule teaching at the high school will conflict with the DRB meetings such that he will be unable to attend, and requested some discussion on possibly revising the DRB schedule. *(An agenda item was requested for discussion of a change in the meeting time.)*

There will also be an agenda item scheduled for election of a Chairman and Vice Chairman.

10. Staff Report

Buckel said that Sr. Planner Jenkins had attended the Boards & Commissions meeting in Phoenix. *(The members said they had not been made aware of that conference and therefore had not attended.)*

11. Adjournment

On a motion by Brinkman, seconded by Holguin, the meeting was adjourned at 5:21 p.m.



James Binjok, Chairperson

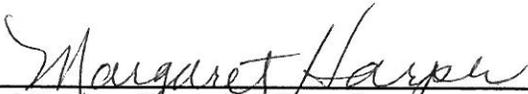


Nancy Buckel, Community Development Director

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 11th day of December 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 8th day of January, 2008.



Margaret Harper, Recording Secretary