

**MINUTES  
REGULAR SESSION  
THE DESIGN REVIEW BOARD  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY MAY 8, 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 3:02 p.m.
  
2. **Roll Call**  
Chairperson James Binick, Vice Chairperson Dugan McDonald, Members Steve Darby, Shirley Brinkman, Michael Hough and Jim Bullard were present; Member Paul Holguin arrived at 3:07 p.m.  
  
**Also Present:** Community Development Director Nancy Buckel 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:**  
April 10, 2007 – Regular Session
  - b. **Set Next Meeting, Date and Time:**  
May 22, 2007 – Special Session 3:00 P.M. Parks & Rec. Conf. Rm.  
June 12, 2007 – Regular Session – 3:00 P.M.
  - c. **Approval of Quarterly report for January – March 2007.**  
On a motion by Bullard, seconded by Hough, 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, Discussion and Possible Approval of DRB 2007-02: An application submitted by American Heritage Academy for a remodel addition to their current educational facility on parcels 404-28-066A, -066B and -157A located off of Sunland Drive and fronting General Crook Trail.**  
On a motion by Darby, seconded by Holguin, the Board unanimously approved DRB 2007-02, an application submitted by American Heritage Academy, as submitted.

On a motion by Binick, seconded by Darby, the Board voted unanimously to amend the original motion to add a requirement for shielding of the lights, especially to the south, to maintain the lighting within the property limits, and also

to require documentation on record that overflow parking is available in a sufficient amount and within 300 feet of the building to meet the current requirements of Ordinance Section 108, page 22.

#### **STAFF PRESENTATION**

Director Buckel said that staff did a zoning clearance review using the Planning & Zoning Ordinance to indicate the issues that need to be clarified, as well as other points that may be in the criteria for design review. Buckel reviewed the subject request for an addition that will increase enrollment and classrooms, including the planned construction design and materials, and questions regarding proposed lighting and shielding, trash locations, access points, overflow parking considerations, student drop-off areas and crosswalks. Buckel pointed out one unique feature in that the each of three parcels comprising the entire educational facility site has a different zoning; however, that poses no problem since school facilities can go in any zoning district, and combining the parcels into one zoning may not be practical, possibly based on loan considerations. At this point all the requirements regarding setbacks are met.

**Prior to further hearing on Item 6, Vice Chairperson McDonald recused himself based on Conflict of Interest.**

#### **APPLICANT'S STATEMENT**

Steve Anderson stated that the questions outlined by Director Buckel have been addressed and documentation provided; however, since that information may not have been received by the members Mr. Anderson reviewed the planned size and type of construction of the addition, adding that the existing building will not be remodeled; three rooms are being added on, with a contiguous wall. Mr. Anderson also addressed the issues listed by Buckel. As for combining the parcels into one zoning district, Mr. Anderson said the school would prefer not to go through the delay that might be involved at this time, and if necessary would prefer to pursue it after the addition is completed and the school year commences in August, if possible. Mr. Anderson also explained that the Academy has an existing verbal agreement with the Middle School to accommodate parking for special events.

#### **BOARD DISCUSSION**

The Board discussed further with Mr. Anderson the location and adequacy of the trash receptacle, signage plans; temporary and designated parking provisions which Mr. Anderson agreed to add to the site plan; consideration of traffic issues and possible future property acquisition; and a question of shielding and possible impact of lighting on neighboring property. Mr. Anderson stated **for the record** that in the event the neighbor below would have a problem with the lighting the Academy would cooperate with installing the necessary shielding.

**Prior to hearing Item 7, both Chairperson Binick and Vice Chairperson McDonald recused themselves based on Conflicts of Interest; the Board agreed that Member Hough would then preside over that hearing.**

- 7. Presentation, Discussion and Possible Approval of DRB 2007-04: An application submitted by Jack Sheehan, agent for Wesley Properties, owners, for an approval of perimeter fencing to be used on parcel 403-22-102B located at 550 Industrial Dr.**

On a motion by Darby, seconded by Holguin, the Board unanimously approved DRB 2007-04, an application submitted by Jack Sheehan, agent for Wesley

Properties, owners, for approval of perimeter fencing, as submitted.

#### **STAFF PRESENTATION**

Buckel said that the request is for a fencing compound around the applicant's newly constructed storage facility at the corner of I-17 and 260. An administrative review could have been made by staff, but the Design Review Ordinance provides for special consideration regarding appearance of construction along transportation corridors, and the fencing will be very visible; therefore, staff believes that it would be prudent to request Board review which would also reaffirm staff's decision-making process. Buckel displayed a sample of the proposed 7-foot chain link fence, 18 inches of which will be a three-strand row of barbed wire at the top, with the same finish as the chain link. The applicant has indicated that landscaping is being put in place along the freeway. The fencing is necessary as a deterrent to the problems being caused by graffiti and transients.

#### **APPLICANT'S STATEMENT**

Jack Sheehan said that he had nothing further to add, and that fencing had been planned between the buildings. However, in addition to the trees required by the Council along the building that parallels the onramp of 260, it has been found that a fence is also necessary because of the graffiti and transients, even though security cameras are on site.

#### **BOARD DISCUSSION**

During the discussion of the landscaping and fencing, Mr. Sheehan stated that he would also be willing to provide vines on the fencing, along with the planned trees, on that one portion that parallels the onramp of 260.

**8. Presentation, Discussion and Possible Approval of DRB 2007-03: An application by David Meier owner of parcel 404-28-025B for Development of Retail/Business Center located near the corner of SR 260 and Cliffs Parkway.**

On a motion by Hough, seconded by Bullard, the Board by a 5-1 vote approved DRB 2007-03, an application by David Meier, as submitted, with three stipulations, as follows: That the applicant remove the drive-thru circular driveway; the applicant shield all of the mechanical fixtures; and the applicant shield the dumpsters; and to include that the window pop-outs be done in stucco; with a 'no' vote by Binick.

On a motion by Hough, seconded by Bullard, the Board unanimously approved an amendment to the original motion to require that the applicant either secure legal easements across Parcel 404-28-026E to Parcel 404-28-025B, as discussed, or combine the two parcels together.

On a motion by Hough, seconded by Bullard, the Board by a 5-1 vote approved an amendment to the original motion to require that applicant secure ADOT approval to allow an access point off of SR 260, and to remove the screening for the dumpsters; with a 'no' vote by Binick.

Staff was requested to include a future agenda item to provide for a discussion to clarify procedural questions regarding approval of a preliminary plat and subsequent changes made by the applicant.

#### **STAFF PRESENTATION**

Buckel explained that the application is for a commercial complex, with three 2-

story buildings and one 1-story building. Buckel described the heights of the buildings, with a tower complex on each, metal roofs and rock veneer. She listed the items to be addressed pursuant to staff's review of the preliminary site plan, including access permit from ADOT, how the adjacent parcel, 404-28-026E will be used, drainage area, type of building surface material, mechanical components and screening, lighting, sign design or graphics, landscaping and watering system, proposed buffer between project and surrounding residential development, ADA parking requirements. The buildings are within the required setbacks; lot coverage is adequate; height limitations are met.

**Prior to further hearing on Item 8, Vice Chairperson McDonald recused himself based on Conflict of Interest.**

#### **APPLICANT'S STATEMENT**

David Meier referred to copies of the engineering plan on drainage, and confirmed that an exposed aggregate material will be used in the courtyard. Mr. Meier also addressed some plans for the adjacent sliver of property, and said that once the project is approved he will be investing money in the architect plans that will include some of the other issues, including planned landscaping which he briefly described. He outlined tentative plans for mixed-used parking. The complex will be a mixed-use of office to retail and possibly a restaurant, which might change the proposed size of the buildings.

#### **BOARD DISCUSSION**

Referring to the preliminary site plan, the Board confirmed that the buildings will be situated on Parcel 404-28-025B, and discussed the retention basin, parking and circular driveway planned that would involve Parcel 404-28-026B. Mr. Meier **agreed that** he would provide a legal access easement across -026E in favor of -025B. Mr. Meier stated **for the record** that he would pull the planned circular driveway completely out. Mr. Meier confirmed that he still has to submit the issue of access to ADOT. Mr. Meier said he would coordinate with a neighbor on the landscaping so as to not interfere with that neighbor's view.

The Board discussed with Mr. Meier the retaining walls shown on the plan. There was extensive discussion on plans for the dumpsters and possibly walled enclosures with gates, or screening. During the discussion Mr. Meier pointed out that the plans being reviewed by the Board, and that he is seeking approval on, are conceptual drawings only that will be refined by the engineer and the architect as well once they are approved. In response to a question on the windows, Mr. Meier confirmed that special stucco pop-outs are planned. The visibility of the mechanical fixtures on the roofs was addressed, as well as the location and types of the mailboxes. Mr. Meier commented that earth-tone colors are planned. Fire Department approval for circulation has not yet been given; plans have not yet been made for fire hydrants. Mr. Meier said he has been given verbal approval by ADOT for access, but nothing official.

The Board discussed with Buckel some concern over approving a conceptual design which may then be followed by major changes, for instance, building sizes or placement, and the applicant would need to come back. Buckel said that if the Board has concerns that the plans being reviewed appear to be too preliminary at this point, the Board has the option of not approving it, or the review can be continued pending additional information. Because he is concerned about the expense of preparing the architectural plans, saying that he is seeking approval and direction on how the Board wants him to proceed, Mr. Meier requested that

the Board approve the submitted plans and general concept, with a certain amount of restrictions, which he suggested would be fair to all. Buckel requested that if the Board approves the plan, that the parameters be laid out on what the Board considers minor amendments; staff needs that guidance from the Board, in the Minutes. The Board discussed some of the ambiguities that make approval difficult considering the issues involving ADOT, the Fire Department, the offer to remove the circular drive, easements, parking spaces, shielding of the lighting, screening of the mechanical fixtures, and the dumpsters, for examples. The Board commented that the project was a significant one and that the ambiguities discussed need to be resolved.

Following further detailed discussion and conflicting opinions as to whether to grant approval on such preliminary plans, the Board proceeded to take official action with stipulations to address the concerns discussed. Buckel also pointed out that the applicant will need to come back for approval of signage.

**9. Call to the Public for Items not on the Agenda**

There was no public input.

**10. Commission Informational Reports:**

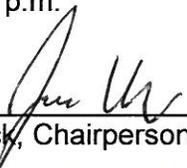
There were no Commission informational reports.

**11. Staff Report**

There was no staff report.

**12. Adjournment**

On a motion by Bullard, seconded by Brinkman, the meeting was adjourned at 5:23 p.m.

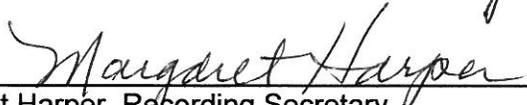
  
\_\_\_\_\_  
James Binick, Chairperson

  
\_\_\_\_\_  
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 8<sup>th</sup> day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 22<sup>nd</sup> day of May, 2007.

  
\_\_\_\_\_  
Margaret Harper, Recording Secretary