

MINUTES
Regular Session
THE DESIGN REVIEW BOARD
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY SEPTEMBER 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. by Vice Chairperson McDonald.
2. **Roll Call**
Vice Chairperson Dugan McDonald and Members Shirley Brinkman, Michael Hough, and Bob Burnside were present; Chairperson Binick, Members Holguin and Darby 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 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:**
July 10, 2007 – Regular Session
August 14, 2007 - Regular Session
 - b. **Set Next Meeting, Date and Time:**
October 9, 2007 – Regular SessionOn a motion by Hough, seconded by Burnside, 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 2007-12:**
An application submitted by Cameron Brees, agent for Central Arizona Equine LLC, owner of parcel 404-02-106A for a 60' X 60' building for a large animal veterinarian office located on the north east corner of Howard's Road and Parrish road.
There was no action taken.

STAFF PRESENTATION

Community Development Director Buckel explained that the application is the first phase of several proposed buildings on the subject site. The 60' x 60' building will consist of two units, one of which will be for the veterinarian clinic and the other to be rented out. Buckel described the exterior of the building, the planned colors, lighting, and the types of plants and irrigation method. Buckel pointed out several items noted during staff's review of the conceptual plan,

some of which included no civil site plans submitted, inadequate parking spaces, no specific location of landscape plants, building pad not dimensioned, no driveway dimensioned, no color elevation submitted, and drainage plans. Buckel said that no approvals by the Town Engineer and Chief Building Official have been received; the Board has previously requested that input in order to feel confident that any final decision is based on what will be built on the site.

APPLICANT'S STATEMENT

Board Discussion

Cameron Brees pointed out some changes that had been made as a result of discussion with staff, and said his client's parking plan compared with the business next door, Canyon State Concrete, and that the intent of owning the property is to generate revenue. As for landscaping, Mr. Brees said that the plan is to build first and then locate the plants where they will look best.

Several concerns were discussed by the Board with the applicant regarding drainage plans and placement of air conditioning units as well as whether the applicant had reviewed the list of items to consider in applying for design review, and the need for the applicant to hire an engineer. Mr. Brees suggested that those requirements had not been met by Canyon State Concrete next door and several others in the area, and therefore should not apply to this property. He also questioned whether the applicant could afford an engineer. The members stressed to Mr. Brees that they were trying to be of help and appreciated the cost involved, but the plans must be prepared and professionally engineered in order to be approved by the Town Engineer and Building Official. It was suggested that he again review the list of 38 items to consider and address those that apply to the subject property. He was also cautioned that if he comes back to the Board with the similar situation and drawing, the chances are that the plan will not be approved.

PUBLIC INPUT

Howard Parrish said he had sold the property to the applicant. He also had owned the property since 1951 and based on his experience believes the applicant has a good plan for the drainage and that the proposed building will look very nice there.

7. **Presentation, and Discussion of a conceptual plan for DRB 2007-13: An application submitted by Nate Lechtenberg, agent for Buffalo Partners of Utah, owner of a portion of parcel 403-23-103W for a Dollar General Store located on Finnie Flat Road west of Simonton Ranch Road.**
There was no action taken.

STAFF PRESENTATION

Director Buckel said the applicants are proposing a commercial development within Simonton Ranch, to be located near Simonton Ranch Road and Finnie Flat Road. Because Checker Auto Parts is no longer moving forward, there is now a question regarding adequate access, although they are working on that issue. Buckel said that Mr. Simonton is trying to establish an alley way along the buffer between the commercial and residential areas to be serviced by delivery and trash vehicles so they will not interfere with client or customer traffic flow. Buckel described the proposed appearance and size of the building, referred to the elevations that had been provided, and confirmed with the applicant the planned lighting and signage. Buckel explained the efforts of the Town Engineer

to develop access along Finnie Flat, and to work with the owner to get a comprehensive plan for future developments. The Board confirmed with Buckel the location of the proposed building, and requested that Buckel have the planned roads posted at the site for reference in considering future applications involving the Simonton Ranch development.

APPLICANT'S STATEMENT

Board Discussion

Nate Lechtenberg said the main purpose for appearing before the Board was to get input prior to applying for the final approval and said he would appreciate their suggestions. Mr. Lechtenberg added that the applicant has been working with the Town Engineer and Building Official and is aware of all of the requirements, is working on the access issue, and as far as the architect and civil engineering, that is well in hand.

The Board discussed with the agent the plan for the metal building and suggested exterior improvements which Mr. Lechtenberg agreed would enhance the appearance. The issues of lighting, trash containers and access were discussed; Mr. Lechtenberg also said he appreciated the suggestion to correct the existing zero-clearance of the proposed building. Mr. Lechtenberg was commended on the attention shown in the package he had presented; he asked whether the Board felt the project would be approved if the items discussed were addressed on an updated packet for final approval, and he was assured there should be no problem.

There was no public input.

8. 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 explained that the reason for including this item was that the Chairperson had felt that the Board needed to go over the standards and discuss whether there is a need for clear definitions for some of the terms or criteria to be considered, in order to make the job of design review easier. Perhaps additional tools could be provided in the Code that would help the applicant prepare a better submittal. Some issues that should be discussed are better guidelines for determining Western-Rural architecture, time tables for the process, time limits on approvals, and the benefit of getting everyone working together in the review process throughout so that no one has to repeat the review. The final review should then have all the utility buy-offs including the Fire Department and the Water Company.

After a brief discussion it was agreed to continue this item until the next meeting where there should be a full Board present.

9. Board Informational Reports

There were no Board informational reports.

10. Staff Report

Buckel introduced the new Sr. Planner, Michael Jenkins, a Certified Planner and a Licensed Surveyor. Buckel said she would include the 24 x 36 copies of plans

in future submittals, and in connection with Simonton Ranch projects will make sure that the map that deals with the entire Simonton Ranch development will be included, as well as having the property posted.

11. Adjournment

On a motion by Hough, seconded by Brinkman, the meeting was adjourned at 4:40 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 11th day of September 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 11th day of December, 2007.



Margaret Harper, Recording Secretary