

**MINUTES**  
**Regular Session**  
**THE DESIGN REVIEW BOARD**  
**TOWN OF CAMP VERDE COUNCIL CHAMBERS**  
**TUESDAY AUGUST 25, 2009**  
**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 Norton, Board Members Hough, Brinkman, Holguin, and P&Z Commissioner Liaison Buchanan were present; Board Member Darby arrived at 3:04 p.m.  
  
**Also Present:** Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, 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. **Minutes for approval**  
February 24, 2009 – Regular Session
  - b. **Set Next Meeting, Date and Time:**  
As NeededOn a motion by Hough, seconded by Buchanan, 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. **Public hearing, Presentation, Discussion and possible approval on DRB 2009-06: An application by Jim Lawler, agent for Westcreek Visions, LLC, owner of parcel 403-15-001Q zoned M1 & C3. Phase one of approx. 4.77 acres will be for the Mortuary, Crematory and a portion of the Cemetery. The entire parcel is 17.125 acres and is located between Old Hwy. 279 & SR 260 approx 4.3 miles towards Cottonwood from I-17.**  
On a motion by Hough, seconded by Brinkman, the Board unanimously approved DRB 2009-06, an application by Jim Lawler, agent for Westcreek Visions, LLC, owner of parcel 403-15-001Q zoned M1 & C3, **with the stipulation that a Building Permit be pulled within twenty-four (24) months.**

## **Staff Presentation**

Acting Community Development Director Jenkins outlined the proposed first phase of the plan as submitted by the applicant, with a power point presentation illustrating the site plan. Staff reviews and approvals include the Town Engineer's approval and finding that all requirements regarding parking, landscaping, outdoor lighting and signage have been met as proposed. Jenkins also reviewed the reviews and comments from the Yavapai County Flood Control Department, Camp Verde Fire Department, ADOT and ADEQ. ADOT has indicated that no access to SR 260 will be permitted, and ADEQ will require a permit for an Air Quality Control General Permit for Human and Animal Crematories prior to any operation. After Design Review Board approval, the applicant can then proceed with obtaining all necessary Town, State and County construction permits.

## **PUBLIC HEARING OPEN**

### **Applicant's Statement**

Gary Boudreaux, Architect, representing the applicant, explained that the only basic change following the February 2009 pre-application presentation was to relocate the access road off of Old Hwy 279 instead of SR 260. He said that minor modifications were also made to parking accommodations, including handicap accessibility and some driveway widths, and the building requirements indicated by the Fire Department, including the sprinkler system, will be met. Mr. Boudreaux pointed out the planned landscaping, parking, and the facilities to be constructed in Phase One as shown on the site plan. The Board also discussed other structural details with the applicant's representatives, including the planned construction time, elevation, finish colors, signage, natural landscaping and exterior lighting.

## **COMMENT FROM OTHER PERSONS**

There were no comments from other persons.

## **APPLICANT'S REBUTTAL**

No applicant's rebuttal was required.

## **PUBLIC HEARING CLOSED**

### **Board Discussion**

The further brief discussion by the Board included comments on the professional presentation by the applicant, both for the pre-application hearing and for this hearing requesting formal approval.

## **STAFF COMMENTS**

There were no further staff comments.

- 7. Discussion on possible transfer of duties of the Design Review Board to the Planning & Zoning Commission. Letter from Board Member Brinkman to Council and Mayor Burnside response. Copy of Managers Report to Council. (Chairman Jim Binick & Mike Jenkins)**  
There was no action taken.

Jenkins referred to the subject letters, copies of which had been included in the agenda packet. Jenkins said that he had met with Town Manager Scannell and expressed staff concerns about the subject possible transfer of duties. Jenkins said that the Town has contracted with Dava and Associates to perform a comprehensive rewrite of the Town's Codes and Ordinances. At the same time the Council has indicated its intent to also move forward with transferring the Design Review Board duties to the P&Z Commission. During the meeting with the Town Manager, Jenkins presented the concern of staff that the contemplated action affecting the DRB would be yet another piecemeal change in the Ordinances and in conflict with the proposed comprehensive rewrite. If the Council now agrees to the staff's recommendation to postpone further action on the proposed change in DRB duties until after the revision of the Codes and Ordinances, which may take a year and a half to complete, the Board will continue to exist as it is during that period of time. The Board will be advised of whatever action the Council takes in that regard, and will notify the members accordingly.

It was pointed out that Members Norton and Hough were recently appointed to serve on the Planning & Zoning Commission as well, and they indicated that they are both willing to continue in both capacities. Asst. Planner Paulsen advised the Board that a new Liaison from the P&Z Commission is scheduled to be appointed at that Commission's meeting this week. During the discussion, it was agreed that having multiple members on P&Z participating on the Board would make the transition easier if the transfer of duties were to be made. The members expressed real concern over the possible conflict in the responsibilities of the Board whose decisions are final, and the P&Z Commission that only makes recommendations to Council, should the two bodies be combined and be faced with deciding on issues during a meeting. It was agreed that those decisions could conceivably be contrary to each other. It was suggested that it might be helpful to volunteer to serve on the committee working with Dava and Associates on the rewriting project, particularly when addressing Section 124.

Chairperson Binick said that he will support the Town on whatever decision is made, and will plan to participate in the possible transition process. Although it was uniformly agreed that the DRB is necessary, other members also expressed support and willingness to cooperate in whatever is right for the Town.

**8. Discussion and presentation on new visual library for Section 124.**

(Continued from 2-24-09 meeting)

There was no action taken.

Asst. Planner Paulsen gave a Power Point review of the current proposed Visual Library, pointed out recent additions, and requested input and suggestions from the Board. The Board discussed ways of making the Visual Library available to developers and the public. It was also determined that no reference to a specific photo library was included in the Design Review Ordinance. After further discussion it was generally agreed

that the Visual Library as presented at this time was acceptable, and that if possible it should be made available administratively, with new examples added as they are photographed and submitted and agreed upon by the Board.

**9. Board Informational Reports:**

There were no Board informational reports.

**10. Staff Report**

There was no Staff report.

**11. Adjournment**

On a motion by Brinkman, seconded by Darby, the meeting was adjourned at 4:03 p.m.

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James Binick, Chairperson

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Planning & Zoning Division

**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 held on the 25<sup>th</sup> day of August 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Margaret Harper, Recording Secretary