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DRAFT Legal Action Report – Meeting Minutes Design Review Board (DRB)

Members of the Design Review Board (DRB) held a meeting, which was open to the public on:

Date and Time: Friday December 3, 2021, 7:30 a.m.

Location: Meeting was held virtually using Microsoft Teams

- 1. Call to Order / Roll Call** **7:33 AM**
Rosemary Bright Present
Susannah Dickinson Present
Caryl Clement Present
Nathan Kappler Present
Chris Stebe Present
A quorum was established.

- 2. Review and Approval of the 11/5/2021 LAR and Meeting Minutes** **Action Taken**
Motion was made by DRB Member Clement to approve the LAR and draft minutes of November 5, 2021. Motion was duly seconded by Member Dickinson. All in favor. Motion passed 5-0.

- 3. Call to the Audience**
No speakers.

- 4. Case # DRB-21-19 / SE-21-25 Tucson Water – Hawthorne St – Well Improvement**
5301 E HAWTHORNE ST, Parcel # [127023170](#), R-1 Zoning
Special Exception Request ([T21SE00025](#), [DP21-0257](#), [T21CM04895](#)) **Action Taken**

Staff introduced the case and the applicant presented the project to the DRB, providing the following clarifications in respond to questions posed by the DRB:

- Landscape plans will demonstrate compliance with water harvesting requirements;
- Tucson Water will be required to maintain the entire property;
- Some of the existing trees are in bad shape and may need to be taken down;
- No additional landscaping is proposed on the northern portion of the property to facilitate access/parking for Tucson Water maintenance vehicles, but can explore further the feasibility of adding more landscaping along the north side;
- Tucson Water has been made aware of the need to maintain landscaping.

Motion was made by Member Stebe to recommend to the PDSO Director approval, finding the project in compliance with the design standards in UDC Section 4.9.11.A.8, with the following stipulations: 1) The applicant to have direct contact with adjacent property owner to the east to review potential security issues

and improvements between Tucson Water's chain link fence and landscaping and his/her property; 2) Plant material selections for landscape borders and site improvements to be native, desert-adapted, and low-maintenance; 3) Water harvesting basins and all improvements per City code to be shown on the landscape plan, and not just noted; and 4) Maintenance schedules and criteria to be clearly noted on the landscape plan.

The motion was duly seconded by Member Clement. Motion passed by a voice vote of 5-0. Motion passed unanimously.

**5. Case # DRB-21-20 / SE-21-26 Tucson Water – Palm Tree Dr – Well Improvement
[9102 E PALM TREE DR](#), Parcel # [136070270](#), R-1 Zoning
Special Exception Request ([T21CM06646](#))**

Action Taken

Staff introduced the case and the applicant presented the project to the DRB, providing the following clarifications in respond to questions posed by the DRB:

- a) Privacy slats will be installed on the existing chain link fence;
- b) A new shade structure over new electronic equipment will be installed;
- c) The existing shade structure will remain over existing electronic equipment;
- d) Offered to meet with neighbors through the formal notification process for the special exception, but no property owner came forward; and
- e) Will continue stressing with Tucson Water the need for continued maintenance on their well sites, including the removal of weeds and seed heads.

Motion was made by Member Stebe to recommend to the PDSO Director approval, finding the project in compliance with the design standards in UDC Section 4.9.11.A.8, with the following condition: 1) The site to be monitored closely and maintained to prevent the spread of weeds. The motion was duly seconded by Member Dickinson. Motion passed by a voice vote of 5-0. Motion passed unanimously.

6. Staff Announcements

Informational

Staff requested feedback from DRB members about the use of MS Teams or Zoom for future virtual DRB meetings. DRB members indicated MS Teams has just been fine and it would be all right to continue using it. Also, staff indicated the TEP lines were reviewed by the Board of Adjustment in November, and their hearing was continued to December 15, 2021. Additionally, staff informed the DRB that training materials are being put together for the Sunshine Mile District, including a workshop with business and property owners. Finally, staff provided an overview of the number and types of cases the DRB reviewed in 2021, and requested DRB members to spread the word on the two DRB positions still vacant.

7. Adjournment

Meeting adjourned at 8:47 AM.