



P.O. Box 27210  
Tucson, Arizona 85726-7210  
Phone: (520) 791-4213  
TDD: (520) 791-2639  
Fax: (520) 791-4017

**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 April 9, 2021, 7:30 a.m.**

**Location: Meeting was held virtually using Microsoft Teams**

**1. Call to Order / Roll Call 7:30 AM**

Rosemary Bright	Present
Susannah Dickinson	Present
Caryl Clement	Present
Nathan Kappler	Present
Chris Stebe	Present – Arrived at 7:35AM

**A quorum was established.**

**2. Review and Approval of the 3/26/2021 LAR and Meeting Minutes Action Taken**

Motion was made by Member Bright to approve the LAR and Draft Minutes of January 29, 2021 as submitted, duly seconded by Member Dickinson. All in favor. Motion passed 4-0.

**3. Call to the Audience**

No Speakers

**4. Case # DRB-21-06 / SE-21-04 Tucson Water – Cloverland Avenue – Well Improvements Special Exception Request**

**350 N Cloverland Av, Parcel # [12707115A](#)**

**R-1 Zoning**

**Action Taken**

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

- 1) Oleanders on site are being maintained by Tucson Water; and
- 2) No new outdoor lighting is being proposed.

DRB members pointed out, based on photos presented by the applicant of current conditions on site, the landscape border is lacking irrigation and maintenance.

Motion was made by Member Clement to recommend to the Zoning Examiner approval, finding the project in compliance with the design standard set forth in UDC Section 4.9.11.A.8, with the condition that the applicant rehabilitates the existing landscape border to standard health by any means necessary. The motion was duly seconded by Member Dickinson. Motion passed by a voice vote of 5-0. Motion passed unanimously.

**5. Case # DRB-21-03 / SE-20-16 New TEP Vine Substation – Special Exception Request**  
**1602, 1610, 1640 & 1730 N Vine Av, Parcel # [12310001K](#)**

**R-2 Zoning**

**Action Taken**

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

- 1) As part of the Special Exception process, a neighborhood meeting was held in December 2020. About 30 community members attended, and the need of the new substation was explained, with extensive discussion on the impact on neighbors much further beyond the substation site itself; noise abatement was also discussed, since the site currently does not provide screening for the existing University of Arizona’s maintenance center;
- 2) The proposed 13.5-foot high wall is in response to an agreement with the University of Arizona, to match the institutional character established in the University’s campus; TEP usually installs 12-foot high walls in its facilities, although the minimum required height per federal requirements is 10 feet;
- 3) Project needs to fully comply with zoning requirements; the Zoning Examiner has the ability to increase the maximum permitted height for perimeter walls;
- 4) Height of proposed poles and the number of electric lines coming into the substation is part of the review process by the Arizona Corporation Commission;
- 5) Photo of brick perimeter wall included in the application packet depicts a 13.5-foot high wall; and
- 6) The construction of the proposed perimeter wall’s foundation most likely will impact the rooting system of the existing trees along the street and may not be possible to salvage them, so new trees are being proposed.

Staff clarified plans included in the Special Exception application are conceptual; complete plans are provided during the Development Package application process.

Motion was made by Member Stebe to recommend to the Zoning Examiner approval, finding the project in compliance with the design standard set forth in UDC Section 4.9.11.A.8, with the following recommendations: 1) Every attempt should be made to locate existing mature trees for potential preservation on site during the planning, development package review, and construction phases; 2) Plant palette to be revised to include more hardy and more lasting understory plant material varieties; and 3) New trees to be located so they provide as much shade as possible along the sidewalk. The motion was duly seconded by Member Bright. Motion passed by a voice vote of 5-0. Motion passed unanimously.

**6. Staff Announcements**

**Informational**

Staff is processing several additional special exception applications for Tucson well sites, and several applications for Development Design Option (DDO) for Tucson Fire facilities, which will be presented to the DRB for their review and recommendation to the Zoning Examiner. Member Stebe indicated he will inform staff of any conflict of interest once the future agenda has been shared with the DRB.

**7. Adjournment**

Meeting adjourned at 9:12 AM.