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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, June 3, 2022, 7:30 a.m.**

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

<b>1. Call to Order / Roll Call</b>	<b>7:31 AM</b>
Rosemary Bright	Present
Caryl Clement	Present
Susannah Dickinson	Present
Nathan Kappler	Present
Grace Schau	Absent
Chris Stebe	Present

**A quorum was established.**

- 2. Review and Approval of the 5/20/2022 LAR and Meeting Minutes** **Action Taken**  
Motion was made by DRB Member Bright to approve the LAR and draft minutes of May 20, 2022. Motion was duly seconded by Member Dickinson. All in favor. Motion passed 5-0.
- 3. Call to the Audience**  
One observer, a professional who is interested in joining the DRB.
- 4. Case # RNA-DRB-22-07 ([T22SA00261](#))**  
**Associated Activity #s [DP21-0086](#), [C9-19-20](#)**  
**Conversion of single-family residence to office**  
**1834 [N Craycroft Rd](#), R-1 zoning, proposed O-1 zoning**  
**Office Compatibility Standards Review** **Action**

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

- a) There will be no change to the exterior of the existing structure, which will remain on site, but will be painted with desert-toned colors;
- b) The proposed number of parking spaces is the result of an original plan to share parking with the adjacent property to the north;
- c) The parking area is planned to be surfaced with asphalt, but can explore pervious materials and

- grading that supports water harvesting for the proposed landscaping materials;
- d) Will be hiring a landscape architect for the landscape plan; will revisit tree species near water lines; will revisit the width of the planting areas in the parking area;
- e) Proposed elevations have not yet been prepared, including the placement of mechanical equipment;
- f) Development Package has been submitted once, and comments from reviewers have not yet been addressed; will address inconsistencies between notes on the Development Package and details;
- g) Because of the location of the existing structure and the requirements for pedestrian and vehicular circulation, two parking area access lanes need to be provided on site for access to/from Craycroft Road;
- h) Will discuss with the owner if a second wall will be pursued along the easement;
- i) The current main entrance to the existing structure is on the south side; and
- j) The existing storage shed on site will be removed.

Staff provided the following clarifications to the DRB:

- a) Will confirm with Entitlements staff is the reduction of the parking area will trigger a change of conditions to the authorized rezoning of the property;
- b) Current code requires a minimum of 24 feet in width for a two-way parking area access lane (PAAL), and a minimum of 12 feet for a one-way PAAL;
- c) Current code requires sidewalks in public areas; and
- d) UDC defines “development” as any alteration to the current state of a parcel, including vegetation, grading, structural improvements, parking areas, etc.

Motion was made by Chair Kappler to recommend to the PDSO director denial, finding the project not in compliance with the criteria established UDC section 4.9.4.R.7, requesting the applicant returns to the DRB with revised materials that demonstrate compliance. The motion was duly seconded by Member Bright. Motion passed by a voice vote of 5-0.

## **5. Staff Announcements**

## **Informational**

Staff informed the downtown YMCA will be presenting to the DRB for a courtesy review of the proposed exterior modification to the existing structure. Also, staff is continuing to work on a presentation to the DRB on landscaping and water harvesting requirements.

## **6. Adjournment**

Meeting adjourned at 8:26 AM.