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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, February 23, 2024, 7:30 a.m.

Location: Meeting was held virtually using Microsoft Teams

1. Call to Order / Roll Call	7:32 AM
Paige Anthony	Present
Rosemary Bright, Vice Chair	Absent
Caryl Clement	Present
Susannah Dickinson	Present
Nathan Kappler	Absent
Grace Schau	Present
Chris Stebe, Chair	Present

A quorum was established.

- 2. Review and Approval of the 2/16/2024 LAR and Meeting Minutes** **Action Taken**
The motion was made by DRB Member Dickinson to approve the LAR and draft minutes of February 16, 2024. The motion was duly seconded by DRB Member Clement. All in favor. Motion passed 5-0.

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

4. 1 East Tool Avenue Façade Modifications

Activity #: [SD-0124-00007](#)

Associated Activity #s: [TC-COM-1123-02704](#), [TC-COM-0623-01590](#)

Address: [1 E Toole Av](#)

Parcel #: [117160100](#)

Rio Nuevo Area (RNA) Review

Action Taken

The applicant provided the following clarifications in response to DRB questions:

- a) Toole Avenue's right-of-way (ROW) line is at the edge of the loading dock; currently in process with City Real Estate to prepare survey to purchase portion of the ROW, specifically everything behind

- the head wall up to existing property line; in the meanwhile, a Temporary Revocable Easement (TRE) will be requested;
- b) Building code requirements are triggering ADA and Fire requirements, since this is a change of use from office to civic assembly;
 - c) Existing steps on the south elevation will remain underneath the proposed ramp, to comply with historic preservation requirements;
 - d) May provide plantings on the south side, pending what the City is willing to sell from the existing ROW; on the west side, fire code requires to maintain the existing 6-foot-wide area to allow for safe exit in case of fire, so no additional landscaping is planned on the west side;
 - e) The awning on the south side is made of metal with opaque glass and sections with transparent overhead; modifications to the structure would need to go through historic preservation review;
 - f) The new railing on the south side will have cables to be built behind the existing railing; cables to be separated enough so bodies cannot go through them; will be painted to match existing windows; the new railing will be a little taller than the existing railing; new railing will not be attached to the existing railing, and will be going into existing concrete flooring;
 - g) Will provide details
 - h) Fire raiser is called out on the elevation, and there is still a connection underneath the ramp; there will be railing on both sides of the ramp;
 - i) For the windows, fire-rated glass with no wire is an option; front windows will be tempered glass; the exit way is required to be fire-rated;
 - j) Will need to relocate tie down on the west side;
 - k) There is outdoor lighting outside the northwest exit door; emergency lighting will be provided; there is outdoor lighting in the front and back; did a foot candle study at night, and met lighting requirements; and
 - l) Will provide more details of colors and materials.

Staff provided the following clarifications in response to DRB questions:

- a) The Tucson-Pima County Historical Commission's Plans Review Subcommittee (PRS) was scheduled to review this case yesterday, 2/22/2024, but meeting needed to be cancelled at the last minute; staff will reschedule the PRS for next week, 2/29/2024;
- b) For Zoning purposes, the change of use from office to civic assembly does not trigger parking requirements, since project is located in downtown and is not proposing an expansion of gross floor area;
- c) Staff determined shade study is not required, since the scope of the work is limited to providing ADA access and fire exit; the DRB can still make a recommendation to the PSDS Director regarding shade requirements;
- d) Staff will request the Zoning Administrator to attend a DRB meeting to discuss the applicability of RNA criteria, depending on the type of project being presented to the DRB.

A motion was made by DRB Chair Stebe that the Design Review Board has reviewed the applicant's project for compliance with the Rio Nuevo area design criteria and requested the applicant to return to the DRB with the following: 1) A shade study, 2) Location of existing/proposed outdoor lighting; 3) More detailed information on colors and materials of proposed railings/ramp/staircase, and how the south railing is interacting with the existing historic railing on and near site. The motion was duly seconded by DRB Members Clement and Dickinson. The motion passed by a voice vote of 5-0. The motion passed unanimously.

5. Staff Announcements

Informational

El Presidio Reactivation Project will return to the DRB on March 8, 2024, to show the results of the shade study. Shade Study is required only for improvements located within property lines, per UDC Section [5.12.7.A.2](#).

6. Adjournment

Meeting adjourned at 9:00 AM.