



Design Review Board
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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, November 21, 2025, 8:30 AM

Location: Meeting was held virtually using Microsoft Teams

1. Call to Order / Roll Call, 8:34 AM

Members Present:

- Paige Anthony
- Rosemary Bright (Vice Chair)
- Daniel Maher
- Grace Schau

Members Absent:

- Caryl Clement
- Cade Hayes
- Chris Stebe (Chair) – Recused from Item 5

A quorum was established.

2. Election of Chair and Vice Chair

Action Taken

At the start of the meeting, Vice Chair Bright announced that the item would be tabled until the end of the meeting to allow more members to be present. Later in the meeting, due to continued absences, the Board discussed whether to defer to the next meeting or schedule a brief additional meeting to complete the election.

A motion was made by Vice Chair Bright to continue the election of Chair and Vice Chair to the next DRB meeting. The motion was duly seconded by DRB Member Maher. All in favor. Motion passed 4-0.

3. Review and Approval of 11/7/2025 Draft LAR and Meeting Minutes

Action Taken

A motion was made by DRB Member Anthony to approve the November 7, 2025, LAR and meeting minutes. The motion was duly seconded by DRB Member Schau. All in favor. Motion passed 4-0.

4. Call to the Audience

No speakers came forward.

5. [TP-ENT-1025-00021](#) – New TEP Vine Substation
[1602, 1610, 1640, & 1730 N Vine Av](#), Parcel # [12310001K](#)
R-2 Zoning
Special Exception Request

Action Taken

Staff Clarifications

Staff provided a summary of the project's history, noting that the DRB previously reviewed the same proposal in 2021. At that time, the Zoning Examiner denied the request due to an unresolved transmission line routing question. Staff clarified that the route has since been finalized by the Arizona Corporation Commission (Route B4), prompting re-application for a Special Exception.

Staff also read the DRB's purview under UDC Section 4.9.11.A.8, which includes review of architectural style, elevations, materials, color schemes, mechanical equipment locations, lighting for outdoor areas, window locations and types, screening, landscaping, vehicular use areas, and related design features.

Applicant's Presentation

The applicant team presented detailed site information, photo simulations, landscape and wall materials, canopy design, wall alignment, anticipated finishes, buffer conditions, right-of-way trees, rainwater harvesting strategies, and responses to DRB questions regarding elevations, materials, wall relief patterning, and conditions related to security and equipment operation.

DRB Discussion

Board members asked clarifying questions related to:

- Wall alignment and undulation pattern along Vine Avenue and Ring Road
- Buffering and right-of-way treatments
- Existing trees and plant inventory
- Rainwater harvesting drainage direction
- Materials and finishes for drop structures and equipment
- Height, function, and location of the canopy structure
- Landscape intent relative to sightlines and security cameras

Members agreed on several design-related suggestions to include in the motion.

Motion:

Motion was made by Vice Chair Bright finding the project in compliance with the use specific standards set forth in UDC section 4.9.11.8, with the following suggestions: 1) Ensure that the drop-in structures are finished with Core 10 finish to best match the brick wall that is being proposed; 2) Rainwater harvesting system be sloped toward the west to serve the landscaping that will be provided; and 3) East perimeter wall to be stepped-in to provide some visual relief from the very long wall. The motion was duly seconded by DRB Member Anthony. All in favor. Motion passed 4-0.

6. **Staff Announcements**

Staff provided updates on upcoming cases, including:

- **Stravenue Social**, a mixed retail/services/commercial recreation project within the Sunshine Mile, expected to go through PRS before DRB review.
- **Ascent Tucson**, a proposed apartment complex also within the Sunshine Mile, expected to request courtesy review with PRS and DRB.

Staff also noted that there were no confirmed cases for the December meeting at the time of the announcement.

Additional Board Discussion

The Board discussed scheduling a brief December meeting, even if there are no cases for review, for the purpose of completing the election of Chair and Vice Chair, agreeing that it would be beneficial to finalize leadership before the end of the year.

7. Adjournment

Meeting adjourned at 9:21 a.m.