DRAFT

REGULAR MEETING
OF THE
DEVELOPMENT REVIEW BOARD
MINUTES

WHEN:	MONDAY, JUNE 9, 2025
WHERE:	CAREFREE TOWN COUNCIL CHAMBERS 33 EASY STREET, CAREFREE, AZ 85377
LIVESTREAM:	CAREFREE YOUTUBE CHANNEL https://www.youtube.com/@Carefree.AZgov
TIME:	4:00 P.M.

CALL TO ORDER

Chairman Burns called the meeting to order at 4:00 pm.

ROLL CALL

Board Members Present:
Chairperson Burns
Vice Chairperson Roberts
Board Member Dymoke
Board Member Nimsky
Board Member Smith

Board Members Absent:
Board Member Dahlman
Board Member Hardie

Staff Present:
Planning Director and Zoning Administrator, Stacey Bridge-Denzak
Town Attorney, Nick Cook
Planning Coordinator/Deputy Town Clerk, Samantha Gesell

PLEDGE OF ALLEGIANCE

Board Member Smith led the group in the Pledge of Allegiance.

REGULAR AGENDA:

1. **Approval of the 2025-03-10 Development Review Board Meeting Minutes**

   *Board Member Smith **MOVED TO APPROVE** the Development Review Board Meeting Minutes dated March, 10, 2025. **SECONDED** by Vice Chairperson Roberts. **CARRIED**, unanimously.*

2. **DISCUSSION and POSSIBLE ACTION on a Final Site Plan application for the development of a neighborhood commercial center at the Northeast Corner (NEC) of Cave Creek Road and Carefree Highway to be known as Carefree Quarter.**

   Case #: 24-12-SP

   - **Applicant: Ms. Sherri Koshiel, Empire Group of Companies in partnership with Diversified Partners, 6617 North Scottsdale Road, Suite 101, Scottsdale AZ, 85250**
   - **Owner: Empire Residential Communities Fund III**
   - **Location: Northeast Corner of Cave Creek Road and Carefree Highway, Carefree, and specifically Maricopa County Tax Parcel #211-47-204A**
   - **Zoning: Commercial (C) and Carefree Ordinance 2018-16**

   The applicant is requesting approval of a Final Site Plan for a proposed neighborhood commercial center located at the NEC of Cave Creek Road and Carefree Highway. The Conceptual Site Plan was approved along with the Rezone application in 2018, setting the framework for Carefree Quarter. The proposed development is intended to provide retail and service-oriented uses that serve the surrounding community and contribute to the Town's commercial tax base.

   Planning Director and Zoning Administrator Stacey Bridge-Denzak provided background information on the item and addressed questions and comments. Scott Hintze, representing Diversified Partners, LLC, presented project updates and responded to inquiries from the group. Sherri Koshiol, PE, of Empire Group--the property owner--offered status updates on offsite approvals from various jurisdictions and utility providers, and shared details regarding the reanalysis of the drainage channel.

   Chairperson Burns opened public comment. Comments were heard from the following citizens:

   Diane Lloyd-Roth:
   Raised questions regarding the development timeline, the number of letters of intent received, and the project's overall uniqueness and design. Expressed opposition to the inward-facing layout of the development.

   John Traynor:
   Provided input on the choice of green as a project color and offered suggestions for the name of the center, emphasizing that the name should reflect the character and identity of Carefree. Also inquired about the approval process for future signage changes.

   Jan Neal:
   Commented on the rear design of the building and the selected green color, stressing the need for adequate shaded areas within the project. Raised concerns about tenant placement and requested clarity on the signage review timeline and process. Cautioned against allowing excessive flexibility ("wiggle room") in the project plans. Shared ideas regarding the proposed name of the center and requested a nighttime rendering of the development. Emphasized the importance of clearly defined project milestones.

Janet Veves:
Expressed concerns about the overall design and tenant quality, and emphasized the importance of incorporating shade and ensuring the project's character reflects the surrounding desert landscape. Voiced optimism for the project's success and its potential to enhance local property values.

After Board discussion, Chairperson Burns asked for a Motion.

Vice Chairperson Roberts ***MOVED TO APPROVE*** *Case #24-12-SP with the following conditions:*

1. *The building permit submittal documents shall comply with all applicable Carefree zoning standards, except as expressly stated herein, and must substantially conform to the plans and documents submitted with the Site Plan application, approved on June 9, 2025, and attached to this report.*
2. *A building permit must be obtained within twelve (12) months of Site Plan approval unless an extension is granted by the Zoning Administrator.*
3. *This site plan approval is for Parcel A only. Parcels B and C shall require their own final site plan applications and subsequent Development Review Board approvals. All architecture, landscaping, lighting, and signage design and details shall be consistent with the materials and architecture as approved under Parcel A.*
4. *The corner monument/art piece requires Town Council approval prior to the time of the building permit submittal.*
5. *Any change to the architecture and/or site elements, including but not limited to building materials and/or color shall require review and approval by the Development Review Board. Any proposed modifications shall be in accordance with Ordinance 2018-06 approved Master Plan, Character Images, and Town Design Guidelines. The following materials shall not allow for an equal substitution: Corten steel, cement plank cladding, and weathered steel canopies.*
6. *The term "Pre-finish" as it refers to the metal standing seam roof material shall be either powder-coated or color anodized with a non-reflective color.*
7. *Future pads shall comply with the approved Materials and Color Board and architectural style of the development. Branding requirements other than for building signage shall not override this condition of approval.*
8. *The Comprehensive Sign Plan applies to monument and ground signs and canopy and fascia signs only for the overall development (all parcels). All other signage shall comply with Carefree Zoning Ordinance Article VIII. Signs Permitted.*
9. *A current inventory (no older than 6 months) of salvageable landscape materials must be included with the building permit plans and documents. The landscape plan must incorporate materials identified as salvageable. Mature vegetation is required along the new wash corridor to screen adjacent properties. All new and salvaged plant materials must be irrigated to ensure proper establishment and long-term maintenance of the approved landscape.*
10. *Dedicate all necessary easements as outlined in the executed Development Agreement. Dedications are required before the issuance of any building permits.*
11. *The owner shall maintain all on-site and adjacent right-of-way landscaping in perpetuity.*
12. *The Developer will be responsible for verifying and maintaining all visibility and sight distance triangles for intersections, driveways, and grade separations.*
13. *All wet and dry utility agreements must be executed prior to the issuance of any building permits. Coordinate directly with each utility entity.*
14. *Undergrounding of all utilities as required under Ordinance 2018-06 shall occur with the approval and development of Parcel A and coincide with construction of this phase of development.*

SECONDED *by Board Member Smith.* ***CARRIED, 5-2*** *with Board Members Dahlman and Hardie absent.*

3. **Announcements**

There were no announcements.

4. **Adjournment.**

The meeting was adjourned by unanimous consent at 5:32 p.m.

DATED this 10th day of June, 2025

TOWN OF CAREFREE

_____
Samantha Gesell, Planning Coordinator/Deputy Town Clerk

_____
Peter Burns, Chairperson

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the Development Review Board Meeting of the Town of Carefree held June 09, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

_____
Samantha Gesell, Planning Coordinator/Deputy Town Clerk