

**Action Agenda**  
**Design Review Board**  
**May 1st, at 5:30 PM**  
**915 S. Tovreaville Road, City Meeting Room**  
**Bisbee, Arizona 85603**  
**The Meeting Called to Order by Staff Liaison at 5:30 PM**

**Roll Call-Board Members**

<b>Design Review Board</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Peter Gaffer	X		
Stephan Green	X		
Todd Conklin	X		
Michael McPartlin	X		
Frank Davis			X
Jon Sky	X		
Vacant			
Leslie Johns, City Council Liaison		X	

Staff: Britt Hanson, City Attorney, Joe Ward, Building Inspector

**CALL TO THE PUBLIC : No member of the public spoke at this opportunity.**

**Agenda Item 1.**

**Selection of a Chair and Vice Chair from among the members or a temporary Chair for this meeting only.**

Peter proposed that Michael act as Chair for this meeting only. Stephan seconded the motion

**Action: The motion passed unanimously 5-0 in favor.**

**Agenda Item 2.**

Application 19-19 Bisbee Residential Historic District, Contributing Property #720  
 949 West Blvd.

This is an application for remodeling the structure including a small addition in the rear.

The Staff Liaison presented this application to the Board. The board asked questions about the proposed stucco and debated the appropriateness of using castle block for retaining walls in the Historic District. Peter proposed approving the application as submitted. Stephan seconded the motion.

**Action: The motion passed unanimously 5-0 in favor.**

**Agenda Item 3.**

Application 19-22 Bisbee Commercial Historic District, un-numbered Contributing Property (108 Upper Main Street sic)

This is an application to remodel the exterior of the property at 108 Tombstone Canyon by replacing some siding and existing non-code compliant stairs.

Thomas Enriquez presented the application to the Board. After consideration Todd proposed approving the application as submitted. Jon seconded the motion.

**Action: The motion passed unanimously 5-0 in favor.**

**Agenda Item 4.**

Application 19-25 Bisbee Commercial Historic District, unmentioned, possibly Non Contributing structure,

This application is seeking retroactive approval for the replacement of windows at 52A Main Street. (Adjacent to and east of the Busy Bee, City parking lot.)

The Staff Liaison presented the application to the board. The Board questioned whether the use of horizontal sliding windows could meet the minimum requirements for windows found in the Design Standards for the Bisbee Historic District. Jon proposed that this application be tabled until the June meeting of the DRB. Todd seconded the motion.

**Action: The motion passed unanimously 5-0 in favor.**

**Agenda Item 5.**

Application 19-24 Bisbee Residential Historic District, Non-Contributing Property #233 743 Tombstone Canyon.

This application is seeking approval to replace an existing garage door.

Johnny Rabey presented this application to the board. Todd proposed that the application be approved as submitted. Stephan seconded the motion.

**Action: The motion passed unanimously 5-0 in favor.**

**Agenda Item 6.**

Application 19-23 Bisbee Residential Historic District, Contributing Property #21 221 Brewery Avenue. This application is seeking approval to replace a number of windows and build a small porch in the rear.

Shawn DeCramer presented his application to the Board. After discussion Peter propose that the application approved as submitted. Todd seconded the motion.

**Action: The motion passed unanimously 5-0 in favor.**

**Agenda Item 7.**

As requested, an agenda item on this agenda for the board to possibly draft a letter to Mayor & Council requesting that they re-appoint Ken Budge to the DRB.

After an extended discussion of the situation, the Board appointed Michael and Peter to draft a letter to the Mayor and City Council explaining their desire for a full Board and requesting that Ken budge be reappointed to the DRB. Jon proposed that a special session of the DRB be arranged for next week so that the Board could take action on the letter to be proposed by Michael and Peter. Stephan seconded the motion.

**Action: The motion passed 4 in favor with 1(Peter) opposed.**

**Agenda Item 8.**

As requested, an agenda item on this agenda to enable the Staff Liaison to explain to the Board how code violations are addressed by the City.

The Staff Liaison explained how utilizing Zoning Code Article 3.5.2 would change how working without DRB approval (when required) and deviating from DRB approved designs is addressed. Instead of following the procedures for violation and penalty found in Article 1.4 using Article 3.5.2.E would “authorize and require” the building Inspector to “cite any violator into magistrate court”. The Staff Liaison was asked to report back to the board after meeting with the City Manager about implementing this Zoning code requirement.

**No Action taken**

**Staff Comments and Administrative Approval Report:**

**No comments.**

**FUTURE AGENDA ITEMS: The board reiterated their stated desire for a special session next week and beginning to have work sessions to amend the Design Guidelines for the Bisbee Historic District**

**Adjournment:6:50**