

MINTUES SPECIAL SESSION

Design Review Board
March 8, 2023, at 5:30 PM
City of Bisbee Council Chambers
915 S. Tovreaville Rd. Bisbee, AZ

The Meeting Called to Order by *LORI GUNNELL* at 5:30PM

Roll Call-Board Members

Design Review Board	Present	Absent	Excused
Ed Briggs	X		
Peter Gaffer	X		
Stephan Green	---	---	X
Lori Gunnell, Chair	X		
Ben Lepley	---	X	---
Doug Taylor, Vice-Chair	X		
Theodore Schriever	---	---	X
Frank Davis, Council Liaison to the Board	X		
Nina Williams, Deputy City Clerk	X		
Joe Ward, Bldg. Inspector/Code Enforce.	X		
CALL TO THE PUBLIC: NONE			

NEW BUSINESS

1. [Agenda Item 5.](#) Approval of the February 1, 2023 Design Review Board Meeting Minutes.

MOTION: *Mr. Gaffer moved to approve the February 1, 2023 Design Review Board Meeting Minutes.*

SECOND: *Mr. Briggs*

MOTION PASSED: UNANIMOUSLY

2. [Agenda Item 6.](#) Approval of the February 13, 2023 Design Review Board Special Meeting Minutes.

MOTION: *Mr. Taylor moved to approve the February 13, 2023 Design Review Board Special Meeting Minutes.*

SECOND: *Ms. Gunnell*

MOTION PASSED: UNANIMOUSLY

3. [Agenda Item 7.](#) Discussion of the Status and Possible Approval of the Annual Report to present before the Mayor and Council. (Ms. Gunnell and Mr. Gaffer)

The Board discussed the Annual Report.

Mr. Gaffer will update the Future Outlook portion.

This Item will be brought back to the Board for a vote at the April 5th Meeting.

4. [Agenda Item 8.](#) Discussion regarding Bisbee Zoning Code 3.5.4 Maintenance

Mr. Ward spoke regarding Zoning Code 3.5.4 Maintenance.

Mr. Gaffer commended Mr. Ward for his administrative approval of 13 Locklin Avenue.

5. **Staff Comments (NO DISCUSSION)**

- DRB Application #23-05: 201 Tombstone Canyon Administratively Approved Roof as Submitted (Like for Like).
- DRB Application #23-07: 140C Opera Drive Administratively Approved Roof as Submitted (Like for Like).
- DRB Application #23-09: 210C Opera Drive Administratively Approved Roof as Submitted (Like for Like).
- DRB Application #23-10: 108 Quarry Canyon Administratively Approved Roof as Submitted (Like for Like).

6. **Agenda Item 4.**

Application #:23-11

Address: 713 Warren Ave

Contributing / Non-Contributing: (C) #245

Residential / Commercial: Residential

Property Owner / Representative: Owner Dona Schell

Description of Work to be done: Retro Approval for Window replacement.

APPLICATION: *Mr. Ward and Ms. Williams Spoke regarding this application.*

PUBLIC COMMENT: *No one spoke*

STAFF COMMENTS- *Staff spoke during presentation to the application.*

BOARD DISCUSSED

BOARD WILL TAKE A MOTION AND VOTE

MOTION: *Mr. Taylor moved to request the applicant to put in a historically accurate window in that spot.*

SECOND: *Mr. Gaffer*

MOTION PASSED: UNANIMOUSLY

7. **Agenda Item 3.**

Application #:23-08

Address: 67 Main Street

Contributing / Non-Contributing: Commercial District Contributing

Residential / Commercial: Commercial

Property Owner / Representative:

Applicants Raymond & Danielle Juhl / Owner Al Anderson Two Partners Inc.

Description of Work to be done: Signs for Business.

APPLICATION: *Applicant / Representative will present their application to the Board.*

PUBLIC COMMENT: *Only on this item and there will be a time limit for speaking, three (3) minutes per person.*

STAFF COMMENTS

BOARD DISCUSSION: *No Public comments beyond this point.*

BOARD WILL TAKE A MOTION AND VOTE

Mr. Taylor Recused himself from this item. Leaving only three members for this item which was not a quorum. The Board moved to table this item.

MOTION: *Ms. Gunnell moved to table this item until the April 5th meeting.*

SECOND: *Mr. Gaffer*

MOTION PASSED: UNANIMOUSLY

The Board asked that Mr. Ward administratively approve the signage.

OLD BUSINESS (AMENDING PREVIOUSLY APPROVED DRB APPLICATIONS)

8. **Agenda Item 2.**

Application #:22-65

Address: 102 Locklin Avenue

Contributing / Non-Contributing: N/A

Residential / Commercial: Residential

Property Owner / Representative: Joseph and Dana Dorner

Description of Work to be done: Amending Approved Application- Structure
Structure will be enclosed, and height of structure will be reduced by 6ft.

APPLICATION: *Mr. Ward and Ms. Williams Spoke regarding this application.*

PUBLIC COMMENT: *Only on this item and there will be a time limit for speaking, three (3) minutes per person.*

STAFF COMMENTS

BOARD DISCUSSION: *No Public comments beyond this point.*

BOARD WILL TAKE A MOTION AND VOTE

The Board asked staff to contact Mr. Dorner to ask for alternative materials that will be used instead of the items in the application.

MOTION: *Mr. Taylor moved to table this item until the April 5th meeting requesting more information.*

SECOND: *Ms. Gunnell*

MOTION PASSED: UNANIMOUSLY

9. **Agenda Item 1.**

Application #:22-45

Address: 517A Mayor Ave

Contributing / Non-Contributing: (C) #272

Residential / Commercial: Residential

Property Owner / Representative: John and Barbara Guy

Description of Work to be done: Amending Approved Application due to Product change.

Revising the windows from the Jeld Wen Aluminum to Milgard Vinyl. Requesting the change because they cannot get white frames on the aluminum Jeld Wen windows.

APPLICATION: *Via telephone Mr. Guy presented his application to the Board and answered questions.*

PUBLIC COMMENT: *Only on this item and there will be a time limit for speaking, three (3) minutes per person.*

STAFF COMMENTS

BOARD DISCUSSED

BOARD WILL TAKE A MOTION AND VOTE

MOTION: *Mr. Taylor moved to approve a clad product that can be a 1 over 1 that Mr. Ward can administratively approve.*

SECOND: *Ms. Gunnell*

MOTION PASSED: UNANIMOUSLY

FUTURE AGENDA ITEM SUGGESTIONS (Board members may suggest topics for future meeting agendas, but Board will not discuss, deliberate, or take any action on these topics.)

- Mr. Taylor: Discussion regarding set of criteria (details – diagram: proposed/existing) for projects.
- Ms. Gunnell: Discussion regarding adding to the application if deviations from project or products are needed then you must contact the building inspector.
- Mr. Taylor: Discussion regarding having alternates to sit in when no quorum of members. This will be brought to the City Attorney before bringing back to the Board.

Adjournment: 6:30PM