

City of Bisbee

Design Review Board

Annual Report to Mayor and Council

2022

Approved by Board April 5, 2023
Presenting to Council April 18, 2023

2022 ANNUAL REPORT TO MAYOR AND COUNCIL DESIGN REVIEW BOARD

INTRODUCTION

This report has been prepared by members of the City of Bisbee Design Review Board (DRB) as a requirement of City Ordinance 2.6.2 G. The City created a DRB to comply with certified Local Government regulations for Historic District.

STAFFING OF BOARD

The DRB consists of seven members who serve without compensation and are required to be residents of the City of Bisbee, with a majority being residents or property owners of the Historic Preservation District. The members of the DRB are appointed by and serve at the pleasure of the Mayor and Council.

During 2022 the DRB comprised the following membership:

Savannah Anderson (through July)
Peter Gaffer
Stephan Green
Lori Gunnell (elected Chair at April meeting)
Ben Lepley
Scot Perfect (vice Chair)
Linda Santellanes (Chair until resignation at February meeting)
Ed Briggs (joined March)
Theodore Schriever (joined August)

SCHEDULE OF MEETINGS

Design Review Board Regular Meetings are held on the first Wednesday of each month starting at 5:30 p.m. The City issues a notice to the public in advance of all meetings. From time-to-time Special Meetings are held for which the City issues a notice to the public. All meetings, including those conducted on the Zoom platform, are open to the public and are recorded. The City issues a detailed agenda including copies of all application packets typically a week in advance of the meetings. The City also compiles Minutes of all meetings which are available on the City's website. Meetings held during 2022 were as follows.

DATE	TYPE	VENUE	CHAIR
January 5	Regular	Council Chambers/ZOOM	Linda Santellanes
February 2	Regular	ZOOM	Scot Perfect
March 2	Regular	ZOOM	Scot Perfect
March 16	Special	ZOOM	Scot Perfect
April 6	Regular	ZOOM	Lori Gunnell

July 6	Regular	Council Chambers	Scot Perfect
August 3	Regular	Council Chambers	Lori Gunnell
September 7	Regular	Council Chambers	Lori Gunnell
October 5	Regular	Council Chambers	Lori Gunnell
November 2	Regular	Council Chambers	Lori Gunnell
December 7	Regular	Council Chambers	Lori Gunnell

SUMMARY OF APPLICATIONS REVIEWED BY BOARD

During 2022 the DRB reviewed and considered a total of fifty-five (55) applications. Of these, fifty (50) were approved, one (1) was denied and four (4) were tabled for a future meeting. The high approval rate was due, in part, to the productive and cooperative discussions between the Board and applicants during the meetings. As a consequence, eighteen (18) of the motions to approve contained provisions or conditions to be implemented by the applicants. These qualifying measures are recorded in the minutes of the DRB meetings and are monitored by the Building Inspector.

Applications included twenty-nine contributing properties of which seven (7) were commercial. Of particular note were: three applications for roof-mounted photo-voltaic arrays; one completely new two-story residence (on the site of a building destroyed by fire five years ago); and the complete demolition of a long-abandoned residence.

A summary table of all applications reviewed by the Board during 2022 is included as Appendix A. Please note that the "Summary of Work" is purely a condensed summary for the purposes of this report and does not detail all elements of the applications; the complete description of proposed work is included in the application packets which are maintained as public records by the City of Bisbee.

NEW APPLICATION PACKET

At the April meeting, the DRB voted to approve a new Application Packet which had been developed over a period of months by Staff and members of the Board. The new Application Packets have been evident since the July meeting and have improved the quality of many of the applications. The efficacy of the new Packets is to be discussed at a future DBR meeting. In addition, since November, Staff has been providing Board members the opportunity to review and comment on the clarity and completeness of applications prior to their being included in the official agenda packets. This procedure has been welcomed by the Board.

NEW GUIDELINES

At the October meeting, the DRB approved the final version of the Updated Design Review Board Guidelines. This update had been in development for several years with considerable input from Board members over a number of iterations and discussion sessions. The new Guidelines are intended to supersede the existing Guidelines which were adopted on March 19, 1991. The new Guidelines address various deficiencies including materials and facilities (such as photo-voltaic arrays) which were not a factor thirty years ago. The new Guidelines are currently being reviewed by the City's Planning and Zoning Committee after which there will be a legal review followed by consideration by City Council.

FUTURE OUTLOOK

- Effective April 1, 2023 the "Development Standards for the Bisbee Historic District" will supersede the "Design Guidelines for the Bisbee Historic District" which had been in force since March 1991. Accordingly, as of April 1, applicants will be required to follow the new Development Standards and the Board will make its evaluation adhering to them.
- The Board will be reviewing the efficacy of the new Application Packets at a future meeting. If warranted, the Board may make changes to the Packets to ensure competent applications are submitted.
- The Board will increase its scrutiny of applications which include significant modifications to existing structures to ensure that applicants have considered the constructability of their proposed work. The Board will assess whether the proposed modifications and additions to contributing structures will necessitate demolition of key components (such as roofs and walls) and whether projects should include demolition permits.

APPENDIX A - Table of Applications

Application Number	Address	Historic District Status	Summary of Work	DRB Determination
January 5				
21-93	102 Taylor Street	Not Applicable	Addition	Approved
21-98	148 Key Avenue	Contributing	Major alternation and restoration	Denied
21-100	400 O'Hara Avenue	Contributing	Restoration	Approved
February 2				
22-05	117 Taylor Street	Contributing	Renovation	Approved
March 2				
22-09	722 W Highway 80	Non-Contributing	Addition	Tabled
22-10	114 B Quality Hill Road	Non-Contributing	Garage door	Approved
22-12	109 OK Street	Contributing	Fence	Approved
March 16				
22-08	14 B Art Avenue	Non-Contributing	New windows and door	Approved
22-10	114 B Quality Hill Road	Contributing	Remodel and structural repairs	Approved
22-11	605 D Adams	Non-Contributing	New garden shed	Approved
April 6				
22-09	722 W Highway 80	Non-Contributing	Addition	Approved
22-15	18 Art Avenue	Contributing	Roof-mounted photo-voltaic array	Approved
22-18	47 Zacatecas Canyon	Contributing	Addition	Approved
22-19	148 Key Avenue	Contributing	Major alternation and restoration	Tabled
May	No meeting held owing to lack of applications			
June	No meeting held owing to lack of applications			
July 6				
22-28	132 A Opera Drive	Non-Contributing	Remodel	Tabled
22-38	118 Quarry Canyon	Contributing	Minor addition	Approved
22-39	27 Subway Street	Contributing Commercial	Conversion of window to door	Approved
22-40	69 Main Street	Contributing Commercial	Sign	Approved
22-41	513 Brophy Avenue	Contributing	Extension	Approved
August 3				
22-10A	114 B Quality Hill Road	Non-Contributing	Side door to garage	Approved
22-42	117 Locklin Avenue	Non-Contributing	New storage shed	Approved
22-43	178 Quality Hill	Non-Contributing	Roof to existing deck	Approved
22-44	253 B Brewery Avenue	Contributing	Patio roof and railings	Approved
22-45	517 A Meyer Avenue	Contributing	Major restoration	Approved
22-46	36 Wood Canyon	Contributing	Window replacement	Approved
22-47	1642 West Boulevard	Contributing	Addition	Approved
22-49	63 Brewery Avenue	Contributing Commercial	New windows and stair	Approved
September 7				
22-53	428 D Brophy Avenue	Non-Contributing	Changes to doors and window	Approved
22-54	202 Tombstone Canyon	Contributing Commercial	Roof repairs, changes to exterior elements	Approved
22-55	35 Wood Canyon	Contributing	Garage doors	Approved
22-58	134 Tombstone Canyon	Contributing	Changes to roof and addition	Approved
22-56	221 B Youngblood Hill	Non-Contributing	New windows and door	Tabled
22-60	127 Star Avenue	New Construction	New two-story residence	Approved
22-61	43 Temby Avenue	Non-Contributing	Window replacement	Approved

22-62	202 Brewery Avenue	Contributing	Addition	Approved
22-63	628 Tombstone Canyon	Non-Contributing	Reconstruction of porches	Approved
22-64	132 A Opera Drive	Non-Contributing	Remodel	Approved
October 5				
22-66	221 B Youngblood Hill	Non-Contributing	Remodel	Approved
21-71	802 C Tombstone Canyon	New Construction	Exterior finish	Approved
22-67	12 A Maxfield Avenue	Contributing	Completion of porches	Approved
22-69	67 A Brewery Avenue	Contributing Commercial	Recreation of roofline	Approved
November 2				
22-65	102 Locklin	Separate from adjacent contributing structure	Relocation of ramada	Approved
22-71	921 Tombstone Canyon	Non-Contributing	New storage shed	Approved
22-72	7 B OK Street	Status not established	Demolition of structure	Approved
22-74	1614 West Boulevard	Contributing	Fence	Approved
22-75	635 Tombstone Canyon	Non-Contributing	Addition	Approved
22-76	Main Street Parking Lot	Not Applicable	Sign	Approved
22-77	24 Moon Canyon	Contributing	Conversion of garage into studio	Approved
22-79	410 C Mason Hill	Contributing	Window replacement	Approved
22-80	117 Locklin Avenue	Non-Contributing	New Garage	Approved
December 7				
22-82	78 Main Street	Contributing Commercial	Window sign	Approved
22-83	108 Tombstone Canyon	Contributing Commercial	Roof-mounted photo-voltaic array	Approved
22-84	21 Temby Avenue	Contributing	Roof-mounted photo-voltaic array	Approved
22-87	148 Key Avenue	Contributing	Roof alteration	Approved
22-90	100 Quality Hill	Not Applicable	Signage	Approved