

**MINUTES**  
**Design Review Board**  
**October 4, 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**

<b>Design Review Board</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Ed Briggs	<b>X</b>		
Peter Gaffer	----	----	<b>X</b>
Stephan Green	<b>X</b>		
Lori Gunnell, Chair	<b>X</b>		
Ben Lepley	<b>X</b>		
Doug Taylor, Vice-Chair	<b>X</b>		
Theodore Schriever	----	----	<b>X</b>
Frank Davis, Council Liaison to the Board	<b>X</b>		
Nina Williams, Deputy City Clerk	<b>X</b>		
J. Emanuel Stuart, City Planner	<b>X</b>		
Joe Ward, Bldg. Inspector / Code Enforcement	<b>X</b>		

**CALL TO THE PUBLIC:** None

**OLD BUSINESS**

**Agenda Item 1.**

**Application #:**23-64

**Address:** 61 Main Street

**Contributing / Non-Contributing:** (C) Bi-20

**Residential / Commercial:** Commercial

**Property Owner / Representative:** Steve Drew & Kara Peters, Owner / Austin Bacak Representative

**Description of Work to be done:** Installation of Mini-Split HVAC System (Stop Work Given)

*At the September 6<sup>th</sup> meeting the Board tabled this application. Applicant was to come back with a repair plan and indication of where new lines will be placed.*

**APPLICATION:** Austin Bacak presented the repair and installation plan to the Board and answered questions.

**PUBLIC COMMENT:** None

**STAFF COMMENTS:** Mr. Ward was happy with what they had proposed.

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Briggs moved to approve application #23-64.

**SECOND:** Ms. Gunnell     **MOTION PASSED:** UNANIMOUSLY

*The Applicant was given permission by Joe Ward to remove the red tag.*

**Agenda Item 2.**

**Application #:**23-28

**Address:** 512 Tombstone Canyon Road

**Contributing / Non-Contributing:** (NC) #380

**Residential / Commercial:** Residential

**Property Owner / Representative:** Elizabeth Dunbar, Owner/ Lonnie Mitchell, Representative

**Description of Work to be done:** Back window being moved to the side of the home.

THE SPACE WHERE THE WINDOW IS BEING REMOVED THE APPLICANT WOULD LIKE TO PLACE A DOOR. THIS WILL BE ADDRESSED IN NEW BUSINESS (WHICH WILL BE THE NEXT ITEM)

**APPLICATION:** *Mr. Mitchell presented this application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward approved of the way they were doing this.*

**BOARD DISCUSSION:** *Board discussed; Board asked that the sign holder that was removed be put back on the building.*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Mr. Green moved to approve application #23-28 as presented.*

**SECOND:** *Mr. Taylor*

**MOTION PASSED:** *4/1 (Briggs)*

### **NEW BUSINESS**

#### **Agenda Item 3.**

**Application #:**23-72

**Address:** 512 Tombstone Canyon Road

**Contributing / Non-Contributing:** (NC) 380

**Residential / Commercial:** Residential

**Property Owner / Representative:** Elizabeth Dunbar, Owner/ Stephen Amarillas, Representative

**Description of Work to be done:** Install door in rear of property. Existing window to be moved to side of home.

**APPLICATION:** *Mr. Mitchell presented this application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward was good with this project.*

**BOARD DISCUSSION:** *Board discussed*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Mr. Lepley moved to approve application #23-72 as presented.*

**SECOND:** *Ms. Gunnell*

**MOTION PASSED:** *4/1 (Briggs)*

#### **Agenda Item 4.**

**Application #:**23-71

**Address:** 5 Spring Canyon

**Contributing / Non-Contributing:** (NC) #496

**Residential / Commercial:** Residential

**Property Owner / Representative:** Bruce Syrett, Owner / Solar Installation through Our World Energy

**Description of Work to be done:** Solar Installation

300ft Notification was sent out September 8, 2023.

Public Comments received – Three (3) Favor

### **PUBLIC HEARING:**

**APPLICATION:** *Representative from Our World Energy spoke regarding this application to the Board and answered questions.*

**DECLARE THE PUBLIC HEARING OPEN AND RECEIVE PUBLIC COMMENTS:** *Ms. Gunnell opened the public hearing.*

*Ms. Williams read into the record public comments in favor of this project by Dale Fought, David Owen and Mr. & Mrs. Begnoche.*

**DECLARE THE PUBLIC HEARING CLOSED:** *Ms. Gunnell closed the public hearing.*

**STAFF COMMENTS:** *Mr. Ward would rather they not be placed on the front, it's a low slope roof and its marginally visible.*

**BOARD DISCUSSION:** *Board discussed*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Mr. Briggs moved to approve application #23-71.*

**SECOND:** *Mr. Lepley*      **MOTION PASSED:** *UNANIMOUSLY*

**Agenda Item 5.**

**Application #:**23-73

**Address:** 207 C Tombstone Canyon

**Contributing / Non-Contributing:** (C) #1005

**Residential / Commercial:** Residential

**Property Owner / Representative:** Marc Pfahning, Owner

**Description of Work to be done:** Retroactive Approval - Demolition of Deck, Retaining Wall, and Construction of Stone Terracing Walls. (Stop Work Order Given)

**APPLICATION:** *Mr. Pfahning spoke regarding his application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward stated this house had been an issue for a long time and was glad something was being done; it just needs to have approval.*

**BOARD DISCUSSION:** *Board discussed*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Ms. Gunnell moved to approve application #23-73 as is.*

**SECOND:** *Mr. Green*      **MOTION PASSED:** *UNANIMOUSLY*

**Agenda Item 6.**

**Application #:**23-74

**Address:** 820 C Tombstone Canyon

**Contributing / Non-Contributing:** (C) #619

**Residential / Commercial:** Residential

**Property Owner / Representative:** Vallerie Hancock, Owner / Greg Nolan, Representative

**Description of Work to be done:** New construction of partially covered porch with wrap around deck to rear of house. Remove single pane non-tempered glass panel from East wall. Remove non-compliant front doors. Install French doors in East and North walls. Install single hung window in North Wall (Vinyl specified to match all existing windows for consistency.

*Deck Demolition was given administrative approval on September 20, 2023 due to being a dangerous structure.*

**APPLICATION:** *Mr. Nolan spoke regarding this application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward stated he believed the proposed porch and awning were more historically accurate compared to previous designs. The current deck was not historic in his opinion.*

**BOARD DISCUSSION:** *Board discussed; making these changes could result in losing contributing status.*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Mr. Briggs moved to approve application #23-74 with the stipulation that the additional front porch be in ship lap and not hardy board.*

**SECOND:** *Mr. Lepley*      **MOTION PASSED:** *UNANIMOUSLY*

**Agenda Item 7.**

**Application #:23-75**

**Address:** 424 Tombstone Canyon

**Contributing / Non-Contributing:** (C) #389

**Residential / Commercial:** Residential

**Property Owner / Representative:** Marie Kline Johnson, Owner

**Description of Work to be done:**

- New egress window to mirror the existing egress window on the right side.
- New hopper window above new egress window.
- New lower siding (replace old T-11 siding with painted concrete board with painted metal trim)
- New painted wood trim, sills, and aprons around new windows to match existing egress and hopper windows.
- New front door
- New hopper window above door
- New trim around door and hopper window (similar to existing)
- Redo ceiling above the front door to add thickness for framing as well as insulation
- New porch light (warehouse style-wall mount to the left side of door)
- Smooth coat existing rough concrete footing on left front.
- No new signs

**APPLICATION:** *Ms. Kline spoke regarding her application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward was in favor of this application.*

**BOARD DISCUSSION:** *Board discussed*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Mr. Briggs moved to approve application #23-75*

**SECOND:** *Ms. Gunnell*      **MOTION PASSED:** *UNANIMOUSLY*

**Agenda Item 8.**

**Application #:23-82**

**Address:** 531 Mayor Avenue

**Contributing / Non-Contributing:** (C) #278

**Residential / Commercial:** Residential

**Property Owner / Representative:** Curtis Stetter, Owner

**Description of Work to be done:** Replace a porch structure on west side of home.

**APPLICATION:** *Sharon & Curtis Stetter spoke regarding their application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward was in favor of this application.*

**BOARD DISCUSSION:** *Board discussed*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Ms. Gunnell moved to pass application #23-82 using like for like materials.*

**SECOND:** *Mr. Briggs*      **MOTION PASSED:** *UNANIMOUSLY*

**Agenda Item 9.**

**Application #:23-83**

**Address:** 114 B Quality Hill

**Contributing / Non-Contributing:** (NC) #763

**Residential / Commercial:** Residential

**Property Owner / Representative:** Chuck Coughlin, Owner / Paul Syson, Representative  
**Description of Work to be done:** Roof (shingles to corrugated metal), fence and Outdoor living space.

300ft Notification was sent out September 19, 2023  
Public Comments received – One (1) Favor

**PUBLIC HEARING:**

**APPLICATION:** *Mr. Syson spoke regarding this application to the Board and answered questions.*

**DECLARE THE PUBLIC HEARING OPEN AND RECEIVE PUBLIC COMMENTS:** *Ms. Gunnell opened the public hearing.*

*Ms. Williams read into the record public comment in favor of this project by Mr. & Mrs. Cummins.*

**DECLARE THE PUBLIC HEARING CLOSED:** *Ms. Gunnell closed the public hearing.*

**STAFF COMMENTS:** *Mr. Ward stated that this project was appropriate*

**BOARD DISCUSSION:** *Board discussed; Board asked the gable ends be completely closed.*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Mr. Green moved to approve application #23-83 as presented.*

**SECOND:** *Ms. Gunnell*

**MOTION PASSED:** UNANIMOUSLY

**Agenda Item 10.**

**Application #:**23-87

**Address:** 13 Spring Canyon

**Contributing / Non-Contributing:** (C) #492

**Residential / Commercial:** Residential

**Property Owner / Representative:** Scott & Jamie Brown, Owner / Sergio Davis, SOS Heating & Cooling LLC, Representative

**Description of Work to be done:** Installation & Repair Mini Split Heat Pump System (Notice of Violation was Issued)

**Please Note:** *the Company that is listed as the representative is not the same as the one that originally installed. SOS Heating & Cooling LLC will be repairing and re-installing the System.*

**APPLICATION:** *Scott Brown, Owner and Sergio Davis, HVAC spoke regarding this application this application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward was mortified this had happened and stated this is why there was a change in policy regarding these kinds of installations.*

**BOARD DISCUSSION:** *Board discussed; they wanted Mr. Ward to help the applicant / representative with placement of lines.*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Mr. Lepley moved to approve application #23-87 with guidance from Joe Ward who can give administrative approval along the way.*

**SECOND:** *Ms. Gunnell*

**MOTION PASSED:** UNANIMOUSLY

**Agenda Item 11.**

**Application #:**23-89

**Address:** 619 C Adams Avenue

**Contributing / Non-Contributing:** (I) #902 (Inaccessible)

**Residential / Commercial:** Residential

**Property Owner / Representative:** Sky High, Representative

**Description of Work to be done:** Adding deck to the front and side of the house and installing French Doors from the living room to the new deck.

**APPLICATION:** *Jon Sky, Representative spoke regarding this application to the Board and answered questions.*

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward was neutral with this applicant and felt that it was not inappropriate.*

**BOARD DISCUSSION:** *Board discussed*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** *Ms. Gunnell moved to approve application #23-89 as is.*

**SECOND:** *Mr. Green*

**MOTION PASSED:** *UNANIMOUSLY*

**Agenda Item 12.**

Approval of the September 6, 2023 Design Review Board Meeting Minutes.

**MOTION:** *Ms. Gunnell moved to approve the minutes of the September 6, 2023 Design Review Board Meeting .*

**SECOND:** *Mr. Briggs*

**MOTION PASSED:** *UNANIMOUSLY*

**Agenda Item 13. (Discussion Only)**

Discussion Regarding 134 Tombstone Canyon - Fence Installed.

*Board discussed; when this application is submitted they would like it to come before the Board for approval.*

**Staff Comments (NO DISCUSSION)- FOLLOWING APPLICATIONS WERE ADMINISTRATIVELY APPROVED:**

- DRB Application #23-67: 416 C Perley Street (Tombstone Cyn.) – Window Replacement
- DRB Application #23-68: 514 Tombstone Canyon - Door Replacement
- DRB Application #23-69: 514 Tombstone Canyon - Wall Repair
- DRB Application #23-70: 802 A Tombstone Canyon – Re-Roof
- DRB Application #23-76: 135 Tombstone Canyon – Re-Roof
- DRB Application #23-77: 59 Subway Street – Installation of Trim around windows
- DRB Application #23-78: 134 Tombstone Canyon – Mini-Split Installation
- DRB Application #23-79: 153 Ok Street – Re-Roof Portion
- DRB Application #23-80: 54 Angius Avenue – Replace Roof
- DRB Application #23-81: 24 Main Street – Sign
- DRB Application #23-84: 59A Subway Street – Replace HVAC
- DRB Application #23-85: 420 Tombstone Canyon – Remove & Replace Roof
- DRB Application #23-86: 235 Brewery Avenue – Fencing
- DRB Application #23-88: 915 Tombstone Canyon- Electrical
- DRB Application #23-90: 8 Shearer Ave (27 Subway St.) – HVAC Mini-Split

**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.)

- Discussion regarding Solar/ Mini-Split applications that can be administratively approved.

**Adjournment:** 7:02PM