

**AGENDA**  
**Design Review Board**  
**November 1, 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>       |
| J. Emanuel Stuart, Staff Liaison to the Board | <b>X</b>       |               |                |
| Joe Ward, Bldg. Inspector/ Code Enforce       | <b>X</b>       |               |                |

**CALL TO THE PUBLIC:**

- Sean Hicks spoke regarding a DRB application that he will be submitting for 729 A Tombstone Canyon for stairs and asked if possible could it be administratively approved.

**OLD BUSINESS**

**Agenda Item 1.**

**Application #:**23-11

**Address:** 713 Warren Avenue

**Contributing / Non-Contributing:** (C) #245

**Residential / Commercial:** Residential

**Property Owner / Representative:** Dona Schell, Owner

**Description of Work to be done:** Retroactive Approval for Window Replacement

- *At the April 5<sup>th</sup> Meeting the applicant was given six (6) months to determine strategy and budget – requested Mr. Ward visit home verify windows.*
- *At the March 8<sup>th</sup> Special Meeting it was requested that the applicant put in a historically accurate window.*

**APPLICATION:** The Applicant was not present for the meeting. She submitted a letter to the Board regarding the window.

**PUBLIC COMMENT:** None

**STAFF COMMENTS:**

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Taylor moved to direct applicant to seek help through Mr. Ward from various community action groups and come back in six (6) months with a plan to fix the window.

**SECOND:** Ms. Gunnell

**MOTION PASSED: UNANIMOUSLY**

**NEW BUSINESS**

**Agenda Item 2.**

**Application #:**23-94

**Address:** 204 Brewery Avenue

**Contributing / Non-Contributing:** (C) #18

**Residential / Commercial:** Residential  
**Property Owner / Representative:** Steve Suskin, Owner  
**Description of Work to be done:** Fence

- 45 ft. of 36 in metal fence panels on front of property
- 20ft. of 72 in metal fence panels on side of property between houses.

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

**PUBLIC COMMENT:** None

**STAFF COMMENTS:** Mr. Ward stated he was glad something was being done.

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Lepley moved to approve DRB application #23-94.

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

**Agenda Item 3.**

**Application #:**23-97

**Address:** 413 Garden Avenue

**Contributing / Non-Contributing:** (C) #983

**Residential / Commercial:** Residential

**Property Owner / Representative:** Katherine Foss, Owner

**Description of Work to be done:** Demolition: current wood railing is rotting, replace railing with metal railing, reuse of current decking and check support beams and replace if needed.

**APPLICATION:** Mr. Ward presented the application to the Board.

**PUBLIC COMMENT:** None

**STAFF COMMENTS:**

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Gaffer moved to approve DRB application #23-97 with the provision the Board approves type "B".

**SECOND:** Mr. Schriever

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 4.**

**Application #:**23-98

**Address:** Public Walkway between 1 and 3 Main Street

**Contributing / Non-Contributing:** N/A

**Residential / Commercial:** Public Walkway

**Property Owner / Representative:** City of Bisbee – Mark Gray Applicant for placement of a sign on city property.

**Description of Work to be done:** Placement of a sign on city property.

**APPLICATION:** Mr. Gray presented his application to the Board and answered questions.

**PUBLIC COMMENT:**

- Lucy St. John, Redbone spoke in support of the signage.
- Kim Vu, The Grass Stop Smoothie Bard spoke in support of the signage.

**STAFF COMMENTS:** Mr. Ward spoke regarding the signage application and asked questions of the applicant.

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Lepley moved to approve DRB application #23-98 for only the main part of the directional sign and for the applicant to come back with a new design for the individual placard portion of the sign.

**SECOND:** Ms. Gunnell

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

**Application #:**23-99

**Address:** 151 A Ok Street

**Contributing / Non-Contributing:** (C) #1079

**Residential / Commercial:** Residential

**Property Owner / Representative:** Jennifer & Wilton Deets, Owner

**Description of Work to be done:**

- Demolition of portion of failing exterior wall
- Rebuild exterior wall in place to same geometry as existing
- Finish new wall with smooth fibre cement panels and wood batten detail to match other walls
- Replace 8 each failed windows with identical geometry and operation. Vinyl specified to match (Please note that 9 of 17 windows were either previously replaced with vinyl models or are not original)

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

**PUBLIC COMMENT:** None

**STAFF COMMENTS:** Mr. Ward stated that in this instance vinyl windows maybe appropriate and expressed that the house had to be fixed up one way or the other.

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Lepley moved to partially approve DRB application #23-99 with smooth cement board and 3" wide battens are approved and for the applicant to come back with either proof of termite damage on the windows and a replacement that has real center muttoms.

**SECOND:** Mr. Gaffer

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 6.**

**Application #:**23-100

**Address:** 134 Tombstone Canyon

**Contributing / Non-Contributing:** (C) Bi-12

**Residential / Commercial:** Residential

**Property Owner / Representative:** Joseph Massey, Owner

**Description of Work to be done:** Gate and Fence parallel to sidewalk of Tombstone Canyon

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

**PUBLIC COMMENT:** None

**STAFF COMMENTS**

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Taylor moved to approve DRB application #23-100 as submitted.

**SECOND:** Mr. Gaffer

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 7.**

**Application #:**23-101

**Address:** 148 Key Avenue

**Contributing / Non-Contributing:** (C) #690

**Residential / Commercial:** Residential

**Property Owner / Representative:** Milena Sefferovich, Owner

**Description of Work to be done:**

- New construction of attached redwood deck with pergola roof, approx. 31'x10', approx. 8' high
- Remove two existing single hung windows to accommodate new French doors, 72"x80" wood
- New masonry fireplace, brick, common

**APPLICATION:** John Sefferovich spoke regarding this application to the Board and answered questions.

**PUBLIC COMMENT:** None

**STAFF COMMENTS:** Mr. Ward felt that it made the house more useable.

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Taylor moved to approve DRB application #23-101 as submitted.

**SECOND:** Mr. Gaffer

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 8.**

**Application #:**23-103

**Address:** 132 A Opera Drive

**Contributing / Non-Contributing:** (NC) #1056

**Residential / Commercial:** Residential

**Property Owner / Representative:** Scott Schmelder & Chris Dangerfield, Owner

**Description of Work to be done:**

- Remodel of 762 SF SFR
- Demo 2 each attached closet structures as shown
- Demo and/r reconfigure roof planes
- Replace/ Install consistent roofing material
- Install new pine fascia
- Install seamless gutters
- Install new bi-fold door
- Install 1 each new single hung window as shown
- Replace all other vinyl windows in kind
- Match infill board & batten siding to existing
- Window and door alterations as described

**APPLICATION:** Scott Schmelder spoke regarding his application to the Board and answered questions.

**PUBLIC COMMENT:** None

**STAFF COMMENTS**

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Ms. Gunnell moved to approve DRB application #23-103 as is.

**SECOND:** Mr. Gaffer

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 9.**

**Application #:**23-104

**Address:** 802 A Tombstone Canyon

**Contributing / Non-Contributing:** (C) #169

**Residential / Commercial:** Residential

**Property Owner / Representative:** Barbra Jones, Owner / Solar Installation through Saguaro Solar Electric

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

300ft Notification was sent out October 17, 2023.

Public Comments received – Two (2) Favor

**PUBLIC HEARING:**

**APPLICATION:** Representative from Saguaro Solar Electric 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.

Mr. Williams read into the record public comment from the following:

- Mr. & Mrs. Bouchever were in favor of the solar installation.
- Mr. & Mrs. Braxton were in favor of the solar installation.

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

**STAFF COMMENTS:** Mr. Ward said that the solar installation looked good.

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Gaffer moved to approve DRB application #23-104 as submitted.

**SECOND:** Mr. Lepley

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 10.**

**Application #:**23-106

**Address:** 1615 West Blvd (Tombstone Canyon)

**Contributing / Non-Contributing:** (C) #728

**Residential / Commercial:** Residential

**Property Owner / Representative:** Dennis & Donnette Walto, Owner / Charles Dotson, Jim's Electric Services, LLC Representative

**Description of Work to be done:** Upgrade to 200-amp service entry (Location)

**APPLICATION:** Representative from Jim's Electric Services, LLC and the homeowners Dennis & Donnette Walto spoke regarding this application to the Board and answered questions.

**PUBLIC COMMENT:** None

**STAFF COMMENTS:** Mr. Ward spoke regarding the placement of the meter.

**BOARD DISCUSSION:** Board discussed

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Lepley moved to approve DRB application #23-106 with the placement of the meter on the side of the house and moving the fence back or the gate back a little bit to allow the meter to be read.

**SECOND:** Ms. Gunnell

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 11.**

Approval of the October 4, 2023 Design Review Board Meeting Minutes.

**MOTION:** Ms. Gunnell moved to approve the October 4, 2023 Design Review Board Meeting Minutes.

**SECOND:** Mr. Taylor

**MOTION PASSED: UNANIMOUSLY**

**Staff Comments (NO DISCUSSION)- FOLLOWING APPLICATIONS WERE**

**ADMINISTRATIVELY APPROVED:**

- DRB Application #23-91: 52 Main Street – Signage
- DRB Application #23-92: 54 Main Street – Signage
- DRB Application #23-93: 65 Brewery Avenue – Exterior Wood Trim & Mini Split
- DRB Application #23-95: 19 Sowles – HVAC Replacement & Add Mini Splits
- DRB Application #23-96: 27 Subway – Signage
- DRB Application #23-102: 400 O'Hara Avenue – Upgrade Amp Service

- DRB Application #23-105: 24 Wood Canyon – Carport/Shed Roof
- DRB Application #23-107: 39 B Ok Street – Mini Split

Mr. ward suggested that the Board put several policies together to be consistent regarding:

- Vinyl Windows
- Cement Siding
- French/ Patio Doors
- 6ft. Fences along side of public stairways

**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.)

- The Board would like to schedule a work session to discuss setting policies as suggested by Mr. Ward.
- Solar Applications – Administrative Approval
- SHPO contributing bldgs.. and how they can lose their status

**Adjournment:** 7:12PM