

**MINUTES**  
**Design Review Board**  
**December 6, 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>
Bob de Kruffyff	<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>		
Emanuel Stuart, Staff Liaison to the Board	<b>X</b>		

**CALL TO THE PUBLIC: NONE**

**OLD BUSINESS**

**Agenda Item 1.**

**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.

**MOTION:** Ms. Gunnell moved to table until the January 2024 Meeting.

**SECOND:** Mr. Gaffer

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 2.**

**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)

**MOTION:** Ms. Gunnell moved to table until the January 2024 Meeting.

**SECOND:** Mr. Gaffer

**MOTION PASSED: UNANIMOUSLY**

**NEW BUSINESS**

**Agenda Item 5.**

**Application #:**23-115

**Address:** 12 A Maxfield Avenue

**Contributing / Non-Contributing:** (C) Bi-119

**Residential / Commercial:** Residential

**Property Owner / Representative:** Jennifer Casale

**Description of Work to be done:** Retro-active approval for installed Mr. Cool Dry Mini-Split Units

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

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward was in agreement with the applicant.*

**BOARD DISCUSSION:** *Board Discussed*

**MOTION:** *Mr. Gaffer moved to approve DRB application #23-115 as submitted.*

**SECOND:** *Mr. Taylor*

**MOTION PASSED: UNANIMOUSLY**

### **Agenda Item 3.**

**Application #:**23-110

**Address:** 909 Tombstone Canyon

**Contributing / Non-Contributing:** (X) #190

**Residential / Commercial:** Residential

**Property Owner / Representative:** Susan Wille

**Description of Work to be done:** Replace termite infested wood siding with stucco.

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

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward said not an issue since other parts of the home are stucco.*

**BOARD DISCUSSION:** *Board Discussed*

**MOTION:** *Mr. Green moved to approve DRB application #23-110 as presented.*

**SECOND:** *Ms. Gunnell*

**MOTION PASSED: UNANIMOUSLY**

### **Agenda Item 4.**

**Application #:**23-113

**Address:** 745 C Tombstone Canyon

**Contributing / Non-Contributing:** (NC) #230

**Residential / Commercial:** Residential

**Property Owner / Representative:** Chuck Mills, Owner / David Neufeld, Representative

**Description of Work to be done:** Remodel

- Remodel involves reconfiguring the roof lines to allow additional rooms above the SW-facing roof and to simplify rooflines on the remaining areas of the house.
- A roof will extend to create a portico up to the front door.
- Current windows and doors will be placed in new locations shown on the plan.
- A new roof will be installed over the entire house using Western States Metal copper patina heavy gauge corrugating roofing.

300ft Notification was sent out November 15, 2023.

No Public Comments received at the time of this agenda.

### **PUBLIC HEARING:**

**APPLICATION:** *Mr. Neufeld, Representative 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.*

*There were no comments in favor or opposition.*

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

**STAFF COMMENTS:** *Mr. Ward stated he was neutral on this since. It does not contribute to the district.*

**BOARD DISCUSSION:** *Board Discussed*

**MOTION:** *Mr. Gaffer moved to approve DRB application #23-113; with the provision that the Building Inspector will review the window submissions as the design and construction advances and as long as the Building Inspector approves the windows they wouldn't have to come back to the Board.*

**SECOND:** *Ms. Gunnell*

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 6.**

**Application #:**23-116

**Address:** 203 A Youngblood Hill

**Contributing / Non-Contributing:** (C) #1080

**Residential / Commercial:** Residential

**Property Owner / Representative:** Michael Halchak, Owner / Arizona Comfort Systems, Representative

**Description of Work to be done:** Retro-active approval for installed HVAC system

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

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward said the swamp cooler was preexisting and non-conforming and the unit now was not since it was put in recently. He thought there was a good place for it in the back also, but that was the Board's purview.*

**BOARD DISCUSSION:** *Board Discussed*

**MOTION:** *Mr. Gaffer moved to approve DRB application #23-116 as submitted.*

**SECOND:** *Mr. Schriever*

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 7.**

**Application #:**23-117

**Address:** 225 A Youngblood Hill

**Contributing / Non-Contributing:** (NC) #640

**Residential / Commercial:** Residential

**Property Owner / Representative:** Todd Conklin, Owner / Tyler Bradberry, Representative

**Description of Work to be done:** Complete Remodel

- Remove Rood, fix framing install new metal copper roof
- Fix foundation throughout
- Remove siding to expose framing – preserving interior walls
- Fix bad/ rotten framing
- Install new single hung windows throughout
- Apply new cement plaster for siding
- Turn the front entry door into double door

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

**PUBLIC COMMENT:** *None*

**STAFF COMMENTS:** *Mr. Ward was happy to see this fixed up and said he did not support the stucco. He thought cement siding would be just as fire resistant and look more historical authentic.*

**BOARD DISCUSSION:** *Board Discussed*

**MOTION:** Mr. Green moved to approve DRB application #23-117.

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

**Agenda Item 8.**

Approval of the November 1, 2023 Design Review Board Meeting Minutes.

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

**SECOND:** Mr. Schriever

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 9.**

Discussion regarding the 2023 Annual Design Review Board Report.

Mr. Gaffer spoke regarding the 2023 Annual Design Review Report and requested the following to complete the report.

- 2022 Log
- 2023 Log
- Asked the Board to think about the Future Outlook for the DRB

The Board discussed

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

- DRB Application #23-108: 119 Star Avenue – Mini Split
- DRB Application #23-109: 517 C Mayor Avenue – Replace Staircase
- DRB Application #23-111: 734 D Tombstone Canyon – Mini Split
- DRB Application #23-112: 729 A Tombstone Canyon – Stairs/Retaining Wall
- DRB Application #23-113: 79 Ok Street – Demo- Siding
- DRB Application #23-114: 31 Subway Street – Mini Split

Ms. Williams, Deputy City Clerk let the Board know that the City had taken in 121 applications for the Design Review Board as of today.

Mr. Ward spoke regarding the following:

- Including valuations for the annual Report for the projects.
- Stucco
- Vinyl Windows
- The current values in the Historic District were pretty steep right now

Mr. Taylor asked that in the numbers for the Annual Report that stop work orders with the fines be included.

Mr. Green stated that if you buy or live in a home that was in an Historic District you have a responsibility to uphold the historic district; which was something that should be considered before you buy. We needed to get this message out.

**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.)

**Adjournment: 6:46PM**