

**MINTUES
SPECIAL SESSION
DESIGN REVIEW BOARD
JANUARY 24, 2024, AT 5:30PM
CITY OF BISBEE COUNCIL CHAMBERS
915 S. TOVREAVILLE ROAD, BISBEE, AZ 85603**

THE MEETING CALLED TO ORDER BY Lori Gunnell AT 5:31PM

ROLL CALL

Board Members	Present	Absent	Excused
Bob de Kruffyff	X		
Peter Gaffer	X		
Lori Gunnell, Chair	X		
John Guy	X		
Ben Lepley	X		
Doug Taylor, Vice Chair	X		
Theodore Schriever	X		
Frank Davis, Council Liaison	---	---	X
J. Emanuel Stuart, Staff Liaison	X		

Agenda Item 1.

Discussion and Possible Approval of a Policy regarding Cement Siding.

- WHEN, WHERE AND IF IT CAN IT BE USED
- IF POLICY SET THAN NO EXCEPTIONS CAN BE GRANTED

The Board discussed cement siding.

- Considered if it would be a replacement for wood.
- Must meet historic spacing
- Must be smooth to match original
- Insurance and Fire issues (allow something that protects from fire or embers)
- Allowing in new construction and non-contributing structure
- Front of structure could be wood and sides and back could be cement siding if it was not visible to right-of-way
- Not allowing cement siding on contributing structures
- Suggested making a list or matrix of what was allowed or preferred for each case
- Original materials on the face, but back fill alternate materials for safety

Staff commented

- Wood siding was more flammable
- Part of the historic element was the materials used (old materials)

The Board decided to put the vote off until after they can put into writing what was acceptable or what was not.

- Goal was to create a level of consistency across all decisions
- No concrete siding on contributing structures
- Writing of rules and a creation of a use case scenario with a matrix outlining each scenario
- Bring the writing to the next meeting and lay out scenarios for contributing or non-contributing

Agenda Item 2.

Discussion and Possible Approval of amendments to Zoning Code Article 7 "Sign Regulations".

The Board discussed the proposed amendments to the Sign Regulations.

- Does the signage ordinance have enough teeth for the historic district
- Signage was open to interpretation
- Did they want to pursue the enforcement of signs further
- Check with the City Attorney on the enforcement

Staff commented

- More specific we can be the less trouble we will have
- We do not want to make a new ordinance based on one instance

MOTION: Mr. Gaffer moved to table for further review and bring to a vote at next meeting.

SECOND: Ms. Gunnell

MOTION PASSED: UNANIMOUSLY

Agenda Item 3.

Discussion and Possible Approval of a Policy regarding French/Patio Doors.

- WHEN, WHERE AND IF THEY CAN BE USED
- IF POLICY SET THAN NO EXCEPTIONS CAN BE GRANTED

The Board asked that this item be tabled.

To create a matrix for each element for patios, doors, and siding; make it easy to follow.

Ms. Gunnell asked that this item be tabled until the next special session.

Agenda Item 4.

Discussion and Possible Approval of a Policy regarding Rain Water Tanks.

- IF POLICY SET THAN NO EXCEPTIONS CAN BE GRANTED

Mr. Lepley, Board member spoke regarding rainwater tanks.

The Board discussed the current regulation and felt that the current regulation was effective.

Mr. Lepley agreed to work on adapting the current guidelines for water tanks and the Board would vote on approval at a future session.

Agenda Item 5.

Discussion and Possible Approval of a Policy regarding 6ft. fences alongside of public stairways.

- WHETHER IT WILL BE PERMITTED OR NOT
- IF POLICY SET THAN NO EXCEPTIONS CAN BE GRANTED

The Board discussed fences alongside public stairways and suggested a height limit of 4ft. on fences along stairs; taller fences would be grandfathered in.

MOTION: Mr. Taylor moved that fences along public stairs be no taller than 4ft.
SECOND: Ms. Gunnell **MOTION PASSED: UNANIMOUSLY**

Agenda Item 6.

Discussion and Possible Approval of a Policy regarding Windows.

- WHEN, WHERE AND IF THEY CAN BE USED
- DEFINING TERMS
- IF POLICY SET THAN NO EXCEPTIONS CAN BE GRANTED

The Board discussed windows.

- Considered vinyl clad wood window as not a wood window
- Storm windows

Staff commented that if they replace a window unit, you must make it double glazed to conform to the energy code.

Create a matrix for window also.

Ms. Gunnell asked that this item be tabled and vote on it at the next regular session.

Mr. Taylor will write up a recommendation about storm windows (not a mandate).

Agenda Item 7.

Discussion and Possible Direction regarding charging for renewals of approvals.

The Board discussed this issue and suggested there should be a charge for renewals as it is not the fault of the city.

MOTION: Ms. Gunnell moved that we do charge the application fee and they must come back before the board.

SECOND: Mr. Taylor

MOTION PASSED: UNANIMOUSLY

Agenda Item 8.

Discussion and Possible Approval of Guidelines for Solar Installations in the Historic District.

The Board discussed the guidelines for solar installations in the Historic District.

- Under 3- Procedures, go to section B line 11 change feet to inches
- Under 2 Types of Solar, B and C for the historic district – there was not much space for standing solar arrays. It was suggested keeping B and C and have the applicant come before the Board for approval.
- Solar hot water heaters concerns
- Suggested making conduit and piping as inconspicuous as possible for solar array
- Concerns about slippage of enforcing rules and standards and it would be prudent to have well-defined regulations to fall back on when in doubt.

Create a matrix for solar projects.

Mr. Taylor suggested tabling it and reviewing it and putting it into a matrix and clarifying the additions to the ordinances before making any decisions.

Agenda Item 9.

Discussion and Possible Approval of amendments to Zoning Code 6.15 Solar Energy Devices.

- ADMINISTRATIVE APPROVAL

This item was tabled for a future DRB meeting until matrices are created.

STAFF COMMENTS (NO DISCUSSION)

- The Board signed a letter to Mr. Green.
- Mr. Ward reminded the Board that the Board does not have the right to grant variances to the regulations and the non-contributing structures can be made into contributing structures according to upgrades on properties.
- Suggested addressing the items over several meetings

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

- There will be an annual report discussion at the next meeting
- Discussing ways to help contractors be aware and in compliance with DRB policies

ADJOURNMENT: 7:16PM