

**MINUTES  
DESIGN REVIEW BOARD  
APRIL 3, 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 5:30 PM**

**ROLL CALL**

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

**CALL TO THE PUBLIC:** NONE

**OLD BUSINESS:**

**Agenda Item 1**

**Application Number:** 23-123

**Address:** 2 Main Street

**Contributing/Non-Contributing:** Contributing

**Residential/Commercial:** Bisbee Commercial Historic District

**Property Owner/Representative:** Border Cities Land Co. / Robert Page

**Description of Work to be done:** Remove existing swamp cooler. Install 5 mini-split AC Systems (2) two systems are submitted for approval

*January 10, 2024: The Board tabled the application and requested the applicant come back with a design where the louvers below match the new louvers above and it was continuous.*

*February 7, 2024: The Board tabled the application applicant was not present at the meeting.*

*March 6, 2024: The Board tabled the application applicant had requested.*

**MOTION:** Ms. Gunnell moved to table this application until the next meeting.

**SECOND:** Mr. Guy

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 2.**

**Application Number:** 24-10

**Address:** 16-A Wood Canyon

**Contributing/Non-Contributing:** (C) #200

**Residential/Commercial:** Residential

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

**Description of Work to be done:** Alteration/Additions

- *Entry Corner Alterations*

*March 6, 2023: The Board gave partial approval of this application; approval portion refers to the master bath addition which will mimic and extend the existing roof slope. The non-approval portion: Board requested that the applicant come up with an alternative design that does not involve removing a corner of the building and bringing it to the next meeting.*

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

**PUBLIC COMMENTS:** NONE

**STAFF COMMENTS:** NONE

**BOARD DISCUSSION:** *Ms. Gunnell read into the record Board Member Gaffers comments since he was unable to attend the meeting.*

**MOTION:** *Mr. Guy moved to approve DRB Application 24-10 as is with the inclusion of the supporting post.*

**SECOND:** *Mr. de Kruyff*

**MOTION PASSED:** UNANIMOUSLY

**NEW BUSINESS:**

**Agenda Item 3.**

**Application Number:** 24-19

**Address:** 304 Curve Street

**Contributing/Non-Contributing:** (C) #543

**Residential/Commercial:** Residential

**Property Owner/Representative:** Michael Ablin, Owner

**Description of Work to be done:**

- Install new window at west side of house 60"x12" will match existing trim / design
- Install new HVAC condensing Unit at west side ground elevation
- Remove existing door at South of building and replace with original siding
- New utility room door using original door

*Roof, Electrical Panel and Replacing deck like for like was given Administrative Approval on March 12, 2024.*

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

**PUBLIC COMMENTS:** NONE

**STAFF COMMENTS:** *Mr. Rodriguez suggested a covering for the HVAC system.*

**BOARD DISCUSSION**

**MOTION:** *Mr. Guy moved to approve DRB Application 24-19 as submitted with the exception that there is some screen wall (HVAC System) that fits in the neighborhood.*

**SECOND:** *Mr. Schriever*

**MOTION PASSED:** UNANIMOUSLY

**Agenda Item 4.**

**Application Number:** 24-21

**Address:** 102 Locklin Avenue

**Contributing/Non-Contributing:** (C) #219 – Main Structure (not shed)

**Residential/Commercial:** Residential  
**Property Owner/Representative:** Josphe Dorner, Owner

**Description of Work to be done:** Change Board and Batton Siding that was approved at the April 5, 2022 DRB Meeting to Stucco.

*At the November 2, 2022 DRB Meeting the Board approved as presented to move the Ramada structure 80' to N.W.*

*At the April 5, 2022 DRB Meeting the approved as shown to include the use of steel doors. Board and Batton was the siding that was approved to be used.*

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

**PUBLIC COMMENTS:** Joe Ward stated that one coat would not be fire resistant but that three coat would be.

**STAFF COMMENTS:** Mr. Rodriguez said that he liked Board and Batton, but it was up to the Board.

**BOARD DISCUSSION**

**MOTION:** Mr. Lepley moved to accept DRB Application 24-21 as either smooth stucco or round corrugated panels.

**SECOND:** Ms. Gunnell

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

**Application Number:** 24-22

**Address:** 142 Quarry Canyon Road

**Contributing/Non-Contributing:** (C) #938

**Residential/Commercial:** Residential

**Property Owner/Representative:** Richard Lougee, Owner

**Description of Work to be done:** Windows and Front Door

*Electrical panel was given Administrative Approval on March 27, 2024.*

**APPLICATION:** Mr. Lougee, his designer, and contractor spoke regarding this application to the Board and answered questions.

**PUBLIC COMMENTS:** None

**STAFF COMMENTS:** Mr. Rodriguez said that as long as windows in bedroom had egress.

**BOARD DISCUSSION**

**MOTION:** Mr. Schriever moved to approve DRB Application 24-22 as is.

**SECOND:** Mr. Guy

**MOTION PASSED: 3/2 (Lepley / Gunnell)**

**Agenda Item 6.**

**Application Number:** 24-23

**Address:** 67 A Brewery Avenue

**Contributing/Non-Contributing:** (C) Bi-185

**Residential/Commercial:** Residential

**Property Owner/Representative:** Sarah Prochnau, Applicant / John & Barbara Prochnau, Owner

**Description of Work to be done:**

**CARRIAGE HOUSE:**

- Replace the roof & leaking skylight, which are causing further damage to interior drywall & exterior wall
- Recreate front porch which existed before an 80's era remodel. Porch was part of original building and helped protect south wall from further erosion & rotting.

**67 A ADOBE LONG HOUSE:**

- Install a mini split unit in the middle unit of the adobe longhouse.

**STORAGE SHED:**

- Placement of an 8x8 storage shed onto a poured concrete footer. Shed to be clad in galvanized metal to fit into existing shed like structures design.

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

**PUBLIC COMMENTS:** Joe Ward stated that the building that was torn down was done so in 2016.

**STAFF COMMENTS:** Mr. Rodrigue said there was a lot going on; see what the Board thinks.

**BOARD DISCUSSION**

**MOTION:** Ms. Gunnell moved to pass DRB Application 24-23 with the contingency that the skylights on the Ok Street side of the building not be there and three skylights are permitted on the other side of the building facing Brewery.

**SECOND:** Mr. Lepley

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 7.**

Review, Discussion and Possible Approval of an Amendment to Zoning Code Article 7 "Sign Regulations", Section 7.2.2 "Signs Exempt from Permit Requirements", Sub-Section "H" defining specific standards for Sandwich board and other portable signs.

Ms. Williams spoke regarding the Amendment to the Zoning Code Article 7 "Sign Regulations", Section 7.2.2 "Signs Exempt from Permit Requirements", Sub-Section "H" defining specific standards for Sandwich board and other portable signs.

No motion would be needed.

**Agenda Item 8.**

Approval of the February 28, 2024 Design Review Board Special Session Meeting Minutes.

**MOTION:** Ms. Gunnell moved to approve the February 28, 2024 Design Review Board Special Session Meeting Minutes.

**SECOND:** Mr. de Kruff

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

**Agenda Item 9.**

Approval of the March 6, 2024 Design Review Board Meeting Minutes.

**MOTION:** Ms. Gunnell moved to approve the March 6, 2024 Design Review Board Meeting Minutes.

**SECOND:** Mr. Guy

**MOTION PASSED: UNANIMOUSLY**

**STAFF COMMENTS (NO DISCUSSION) –  
FOLLOWING APPLICATIONS WERE ADMINISTRATIVELY APPROVED**

- DRB Application 24-17 – 600 Tombstone Canyon – Electrical Upgrade
- DRB Application 24-18 – 101 Brewery Avenue – Fence Repair
- DRB Application 24-20 – 628 Tombstone Canyon - New Construction that was already approved by the Board on 9/7/2022
- DRB Application 24-24 – 207 Ok Street – Addition to a Structure – Porch

*Ms. Williams reminded the Board of the upcoming Point of Information Meeting to be held on Wednesday, April 10, 2024 at 4:00PM and that contractors have been notified of the meeting if they wish to attend.*

**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.)

**ADJOURNMENT:** 7:03PM