



**ACTION AGENDA**  
**Design Review Board**  
**September 5, 2018 at 5:30 PM**  
**Cochise County Board of Supervisors Hearing Room,**  
**Building G, 1415 Melody Lane, Bisbee AZ 85603**

**The Meeting Called to Order by Michael McPartlin at 5:31 PM**

**Roll Call-Board Members**

<b>Design Review Board</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Peter Gaffer		X	
Stephan Green	X		
Todd Conklin	X		
Michael McPartlin	X		
Ken Budge-Chair	X		
Jon Sky	X		
John Crow-Vice Chair	X		
Frank Davis, Liaison to the Board			X

Staff: Joe Ward, Building Inspector, Paul Esparza, Planning Manager, Dan Coxworth, Director  
City Attorney, Elda Orduno

**CALL TO THE PUBLIC:** The following individual spoke during call to the public:

1. Brian Laird-addressed Jon Sky DRB application

**1. Selection of Chairman and Vice Chairman of the Design Review Board**

DRB action regarding the selection of a Chairman and Vice Chairman per Zoning Code Article 2.6.2(H).

**Motion:** Move to appoint Ken Budge as Chair **Action:** Approve

**Moved by:** Sky **Seconded by:** Conklin

**Vote:** Motion passed (**Summary:** Yes = 6, No = 0, Abstain 0)

**Yes:** Mr. McPartlin, Mr. Green, Mr. Crow, Mr. Sky, Mr. Conklin, Mr. Budge

**Motion:** Move to appoint John Crow as Vice Chair **Action:** Approve

**Moved by:** Sky **Seconded by:** Budge

**Vote:** Motion passed (**Summary:** Yes = 6, No = 0, Abstain 0)

**Yes:** Mr. McPartlin, Mr. Green, Mr. Crow, Mr. Sky, Mr. Conklin, Mr. Budge

## **2. DRB Application 18-24 Modifications**

Bisbee Residential Historic District, Non-Contributing Property

429D Laundry Hill, APN 103-61-177A,175C,157C, Zoning R-1, Setbacks F=10 S=5 R=10

Accessory=3

This application is seeking approval for modifications of window placement due to interior wall change. A proposed exterior staircase on north side. Reduced building setbacks on north and east sides. The applicant is Jon Sky.

Mr. Sky described the modifications he is seeking for window placement, exterior staircase and reduced setbacks on north and east.

The DRB asked questions about the windows and Mr. Sky responded

The DRB heard from the public. Mr. Laird addressed the DRB regarding aspects of the home and regulations

Mr. Budge clarified that the direction of the addition was to the north and not to the south as the application stated.

Helen Ingram addressed the DRB regarding the home being built and the staircase leading down the hill to Circle K.

The DRB discussed and clarified that reduced setbacks should not have an adverse impact on adjacent properties.

Mr. McPartlin requested that the north picture window give the appearance of a double hung window.

The DRB discussed the staircase on the north and the reduced setbacks on the east at 4' 6" and the north at 6' 3"

**Motion:** Approve DRB Application 18-24 modifications with conditions **Action:** Approve

**Moved by:** Crow **Seconded by:** McPartlin

**Vote:** Motion passed (**Summary:** Yes = 5, No = 0, Recuse 1)

**Yes:** Mr. Budge, Mr. McPartlin, Mr. Green, Mr. Conklin, Mr. Crow **No:** 0

**Recuse:** Mr. Sky

The conditions of approval are as follows:

1. Remove the east upper door.
2. North picture window to have a ganged double hung window appearance.
3. No covered porch on west as originally approved.
4. Accept the reduced setbacks of 4'6" on east and 6'3" on north.
5. Add the west upper door.

### **3. Ratification of DRB Application 18-36**

Bisbee Residential Historic District, vacant parcel

421 Garden Ave, APN 103-61-157B, Zoning R-1, Setbacks F=10 S=5 R=10 Accessory=3

This application is seeking approval to build a new garage with studio above. The applicant is John Crow.

Mr. Crow presented his project to the DRB for a new garage with studio above.

The DRB discussed the project and asked questions of Mr. Crow.

**Motion:** Ratify DRB Application 18-36 as proposed   **Action:** Approve

**Moved by:** Sky   **Seconded by:** Conklin

**Vote:** Motion passed (**Summary:** Yes = 5, No = 0, Recuse 1)

**Yes:** Mr. Budge, Mr. McPartlin, Mr. Green, Mr. Sky, Mr. Conklin   **No:** 0

**Recuse:** Mr. Crow

### **4. DRB Application 18-40 Continuation**

Bisbee Residential Historic District, Non-Contributing Property #322

29E Laundry Hill, APN 103-61-206A,207-208, Zoning R-1, Setbacks F=10 S=5 R=10 Accessory=3

This application is seeking approval to restore the original house on site. Add new L module to include new living room, guest room and bathroom. Add new master bedroom/bathroom. New porch along east side of new living room and sunroom. The applicant is Richard Armstrong.

Mr. Vint made a PowerPoint presentation of the project on behalf of the applicant.

The DRB discussed the remodel plan and commented that the home footprint was smaller and there are variations in the roofline as the DRB had requested.

**Motion:** Approve DRB Application 18-40 with conditions   **Action:** Approve

**Moved by:** Crow   **Seconded by:** Green

**Vote:** Motion passed (**Summary:** Yes = 5, No = 0, Recuse 1)

**Yes:** Mr. Budge, Mr. Crow, Mr. McPartlin, Mr. Green, Mr. Conklin   **No:** 0

**Recuse:** Mr. Sky

The conditions of approval are as follows:

1. Change configuration of the door and window on the sunroom atrium.
2. Rusted cables rather than stainless steel.

### **5. DRB Application 18-50**

Bisbee Residential Historic District, Contributing Property #467

103 Star Ave, APN 103-59-162B, Zoning R-1, Setbacks F=10 S=5 R=10 Accessory=3

This application is seeking approval to replace vinyl siding with cedar wood. Replace front patio decking. Repair roof and replace with updated metal roofing. New fencing with cedar post and corrugated metal. The applicant is Vernita Soltis. All public notice requirements have been met.

The applicant presented her project to the DRB.  
The DRB discussed the building materials being used.

**Motion:** Approve DRB Application 18-50 with conditions **Action:** Approve

**Moved by:** Sky **Seconded by:** McPartlin

**Vote:** Motion passed (**Summary:** Yes = 6, No = 0, Abstain= 0)

**Yes:** Mr. Budge, Mr. Crow, Mr. McPartlin, Mr. Green, Mr. Conklin, Mr. Sky **No:** 0

**Abstain:**

The conditions of approval are as follows:

1. Replace picture window with two double hung windows
2. Awning window for the kitchen
3. Tongue and groove siding

### **6. DRB Application 18-51**

Bisbee Residential Historic District, Non-Contributing Property #1025

41A Temby Ave, APN 103-62-089, Zoning R-1, Setbacks F=10 S=5 R=10

This application is seeking approval for a deck addition to the south and east with access via a patio door from the southern facing living room wall. The applicant is Paul and Kim Howard.

Mr. Ward presented this project for the applicant.

The DRB discussed the application.

**Motion:** Approve DRB Application 18-51 as proposed **Action:** Approve

**Moved by:** Conklin **Seconded by:** Sky

**Vote:** Motion passed (**Summary:** Yes = 6, No = 0, Abstain= 0)

**Yes:** Mr. Budge, Mr. Crow, Mr. McPartlin, Mr. Green, Mr. Conklin, Mr. Sky **No:** 0

**Abstain:**

### **7. DRB Application 18-53**

Bisbee Residential Historic District, Contributing Property #28  
237B Brewery Ave, APN 103-63-180, Zoning R-1, Setbacks F=10 S=5 R=10 Accessory=3

This application is seeking approval to replace missing/decayed exterior siding. Restore rear enclosed porch including screens and screen door. Replace posts on front porch and install front entry door. The applicant is Julianne and Larry Carlson. All public notice requirements have been met.

Mr. Ward presented this project for the applicant.

The DRB discussed the condition of the structure

**Motion:** Approve DRB Application 18-53 with conditions **Action:** Approve

**Moved by:** Budge      **Seconded by:** Conklin

**Vote:** Motion passed (**Summary:** Yes = 6, No = 0, Abstain= 0)

**Yes:** Mr. Budge, Mr. Crow, Mr. McPartlin, Mr. Green, Mr. Conklin, Mr. Sky **No:** 0  
**Abstain:**

The conditions of approval are as follows:

1. Front door option #1
2. Screen door #2 or #3

### **8. DRB Application 18-54**

Bisbee Residential Historic District, Non-Contributing Property #451  
35 High Road, APN 103-63-010, Zoning R-1, Setbacks F=10 S=5 R=10 Accessory=3

This application is seeking approval for renovations to include removal of non-code compliant porch and replacement with 192 sq. ft. open, covered period accurate model. Addition of 26 sq. ft. covered entry porch. Replacement of existing windows with energy efficient clad wood windows. The applicant is Wendy Hill.

Noah Suby presented the project for the applicant. Mr. Suby discussed amendments: nine-lite front door, French door combo.

The DRB discussed the application and elevations.

**Motion:** Approve DRB Application 18-54 with amendments **Action:** Approve

**Moved by:** Crow      **Seconded by:** Conklin

**Vote:** Motion passed (**Summary:** Yes = 6, No = 0, Abstain= 0)

**Yes:** Mr. Budge, Mr. Crow, Mr. McPartlin, Mr. Green, Mr. Conklin, Mr. Sky **No:** 0  
**Abstain:**

The approval included the following amendments:

1. Nine-lite front door
2. Side door multi-pane bottom half, stucco on the other half.

### **9. Staff Comments and Administrative Approval Report**

Mr. Esparza mentioned that the Covenant Presbyterian Church was looking to verify the determination made by DRB last year regarding spot tile replacement. The church is also in needs steeple repairs. Mr. McPartlin explained his recollection that the church was looking for a determination that the DRB should require replacement with original materials. The DRB agreed the applicant should come back before the DRB.

The following administrative approvals were reported:

- a. DRB Application 18-52  
Bisbee Residential Historic District, 44 High Road, APN 103-62-060  
Administrative approval by Building Inspector to install solar panels on roof of main house.
- b. DRB Application 18-55  
Bisbee Commercial Historic District, 44 Main Street, APN 103-62-160A  
Administrative approval of an exterior mounted 7.5 sq. ft. commercial sign for Bisbee Good Cakes.

### **10. DRB Discussion and Possible Action**

- a. Flutter sign violation at High Desert Inn

Mr. Ward explained the situation with the flutter sign violation. The sign is now on the building. Mr. Budge stated that the sign should go through the approval process before the DRB.

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

1. Demolition of existing buildings.

**ADJOURNMENT:** The meeting adjourned at 8:02 PM.