

MINUTES
Design Review Board
October 2, 2019, at 5:30 PM
City Council Chambers, 915 S. Tovreaville Road,
Bisbee, Arizona 85603

The Meeting Called to Order by TODD CONKLIN at 5:30PM

Roll Call-Board Members

Design Review Board	Present	Absent	Excused
Peter Gaffer			X
Stephan Green	Via Phone		
Todd Conklin	X		
Michael McPartlin			X
Frank Davis			X
Jon Sky	X		
Ben Lopley	X		
Leslie Johns, City Council Liaison			X

Staff: James Ledbetter, City Attorney, Theresa Coleman/DRB Staff Liaison

The staff would like to inform all applicants

1. That all applications on this DRB agenda will require a building permit or a sign permit.
2. That Design Review Board approval does not necessarily reflect the views and policies of the State Historic Preservation Office, which controls decisions impacting tax status of designated contributing historic properties. Please review SHPO's policies. If necessary, contact them directly before making any exterior changes to your property.

The intent of the Design Review process as applied within the Bisbee Historic District is to:

- A. Improve and encourage uses leading to the conservation and/or rehabilitation of buildings, structures, sites, objects and spaces within the Historic District, while allowing for a vibrant, creative and livable community.
- B. Encourage harmonious growth and orderly development.
- C. Assure that future setting, design and construction will correspond to and enhance the visual characteristics of the district.
- D. Prevent construction, alteration or remodeling from occurring in a manner that would be detrimental to the historical or visual characteristics of the district.

CALL TO THE PUBLIC: *Residents* of the City of Bisbee may speak at this time regarding Design Review Board topics that **ARE NOT ON THE AGENDA** (Please note that the public may address the Board regarding individual items on this agenda following the applicant's initial presentation of their agenda item)

- **Donna Pulling, Bisbee resident spoke regarding meeting protocol. She hoped that this board would implement the policies regarding meeting protocol.**

Agenda Item 1

Approval of the Minutes of the September 4, 2019 Meeting.

Ms. Coleman stated that these minutes were not in the boards packets.

MOTION: Mr. Lepley moved to table this item.

SECOND: Mr. Conklin

MOTION PASSED: UNANIMOUSLY

Agenda Item 2. for Review by the Board this was an Administrative Approval.

Application 19-31 Bisbee Residential Historic District, Non-Contributing Property #193 located at 903 Tombstone Canyon, Applicant: Phil Bynoe & Lori Gunnell

On June 5, 2019 this application was approved as submitted by the Design Review Board unanimously.

On September 5, 2019 Mr. Sean Hicks, the Representative asked for administrative approval for board and batten siding. Ms. Coleman approved.

The board spoke regarding this application.

Ms. Coleman stated to the board that she had given administrative approval.

This item was a review only, but the Board did take a motion.

Agenda Item 3.

Application 19-48 Bisbee Residential Historic District, Contributing Property #518 located at 317 Tombstone Canyon, Applicant: Sterling Noren & Eva Rupert

The owner of this property is seeking retroactive approval for constructing a pergola behind the Jonquil Hotel.

The 300 Ft. Notification went out on September 10, 2019.

We have received only 1 email in support of the retroactive approval for the pergola behind the Jonquil Motel.

This property has been posted with a "Public Notice" of this hearing and property owners in a 300' radius have been notified by mail. The DRB may consider whether the proposed construction conforms with Zoning Code 5.3.4 "Criteria for plan evaluation" page 22 <http://www.bisbeeaz.gov/DocumentCenter/View/1194/Zoning-Code-1998-Updated-May-2014PDF>

Sterling Noren presented this application to the Board and answered questions regarding the materials and scope of work.

MOTION: Mr. Lepley moved to approve DRB Application 19-48.

SECOND: Mr. Sky

The Board had a discussion regarding the barrel sauna. The application doesn't include the sauna.

MOTION PASSED: UNANIMOUSLY

Agenda Item 4.

Application 19-51 Bisbee Residential Historic District, Contributing Property #204 located at 36 Wood Canyon, Applicant: Robert Munsey / Michele Munsey

The owner of this property is seeking approval to install a portable building/ shed (12x22) inside yard.

The 300 Ft. Notification went out on September 16, 2019.

We received one Phone/ email not in support of this application: Dwelling and placement of the shed/ building.

- Zoning Code 6.3.1-B: No accessory building shall be used for dwelling purposes.
- Zoning Code 6.3.1-C: No accessory building, other than a private garage or carport, shall be permitted in a front yard.

This property has been posted with a "Public Notice" of this hearing and property owners in a 300' radius have been notified by mail. The DRB may consider whether the proposed construction conforms with Zoning Code 5.3.4 "Criteria for plan evaluation" page 22 <http://www.bisbeeaz.gov/DocumentCenter/View/1194/Zoning-Code-1998-Updated-May-2014PDF>

Ms. Coleman stated that agenda item 4 was removed at the applicant's request.

Agenda Item 5.

Application 19-52 Bisbee Residential Historic District, Non-Contributing Property #63 located at 223 Youngblood Hill, Applicant: Todd Conklin

This application is seeking approval to demo left side of home and all siding and porches. Removing all wood to expose original Adobe.

Mr. Conklin noted that this agenda was removed.

(Note: Moved to agenda for October 8th Special Meeting.)

Agenda Item 6.

Application 19-53 Bisbee Residential Historic District, Contributing Property #751 located at 112 Quality Hill, Applicant: Richard and Douglas Graeme

This application is seeking approval to put a solid picket fence up in the front yard as well as the backyard. During construction the public will not be obstructed from sidewalks, parking places or streets.

**The Fire Department said it looked good to go as long as the gates stay in the same location. Lt. Villasenor and FF Schlagel looked at this property.

The representative of this application presented the application to the Board and answered questions regarding the material and scope of work.

MOTION: Mr. Lepley moved to approve DRB Application 19-53, so that the majority of the panels be 4' high except directly at sidewalk and that the top was dog-eared or similar.

SECOND: Mr. Sky

MOTION PASSED: UNANIMOUSLY

Agenda Item 7.

Application 19-54 Bisbee Residential Historic District, Contributing Property #254 located at 422 Garden Avenue, Applicant: James Driesen

This application is seeking approval to replace an old wooden 6' fence with a new wooden 6' fence. New fence will be redwood, same height and length in the same place that the old one was.

The applicant presented this application to the Board and answered questions regarding the material and scope of work.

MOTION: Mr. Green moved to approve DRB Application 19-54 as submitted as long as it looks the same as the old.

SECOND: Mr. Lepley

MOTION PASSED: UNANIMOUSLY

Agenda Item 8.

Application 19-55 Bisbee Residential Historic District, Contributing Property #527 located at 225 Tombstone Canyon, Applicant: Mark Parsons

This application is seeking approval to move a shed that is currently located at 816 C Tombstone Canyon to 225 Tombstone Canyon.

The 300 Ft. Notification went out on September 16, 2019.

We received one phone call inquiring where the shed would be placed on the property.

Mr. Sky stated that he was going to rescues his self from this application.

Ms. Coleman asked Mr. Sky if he had a financial interest. Mr. Sky stated "No", but that he had talked to the applicant about this.

Mr. Conklin said that we would not have a quorum and asked if this could be placed on the Special Session Agenda.

Ms. Coleman stated that she would check on that and if it could then the agenda would be reposted.

MOTION: Mr. Conklin moved to table agenda item number eight (8)

SECOND: Mr. Lepley

MOTION APPROVED: UNANIMOUSLY

Agenda Item 9.

Application 18-59, Bisbee Residential Historic District, Contributing Property #692 805 Tombstone Canyon, Applicant David Tynes.

Update on progress or the lack of progress made toward the rehabilitating this dilapidated structure.

- 10/3/2018: The application was seeking approval to demolition the dilapidated home- It was moved to table this application with the stipulation that it be on the DRB Agenda every month for an update as to status of the building itself and any submitted plans by the owner.
- 11/7/2018: Staff updated on progress to secure the property- DRB requested that the owner move toward fixing the roof.
- 12/5/2018: Staff updated on progress toward the roof repair.
- 1/3/2019: Staff gave the DRB an update. Mr. Tynes addressed the DRB regarding the progress He had made on repairs to the roof.
- 2/20/2019: Staff gave the DRB an update- The Board expressed their disappointment in the progress and next steps.
- 4/3/2019: David Tynes gave the DRB an update. The Board expressed disappointment in the progress and next steps.
- 6/5/2019: Staff described the roof as half complete and relayed David Tynes desire to demo the non-historic rear addition.
- 7/3/2019: Proposed that Mr. Tynes be notified of the Board's concern and request that the roof be completed very soon and the vegetation on the property be trimmed.
- 8/7/2019: It was brought up that Mr. Tynes may not own the property.
- 9/4/2019: The Board discussed what needed to be done they need to find out who owns the property and contact them regarding the property. It was clarified for Ms. Coleman that the demolition application was denied, but conditions were made on the denial that the applicant stabilize the structure and at that time the applicant agreed to do so.

According to the Cochise County recorders website Mr. Tynes doesn't own the property he gifted it to his spouse, who has since passed away. No other records could be found regarding this property.

How would the Board like to proceed regarding this property?

Mr. Conklin felt that this should be tabled until they have a full board present.

The Board discussed this property. The minimum for this property would be to close up the roof.

Ms. Coleman will forward the Boards questions to Legal for their opinion and what direction the Board could go with this.

MOTION: Mr. Lepley motioned to ask Theresa Coleman to get legal advice on ownership and responsibility
SECOND: Mr. Green
MOTION APPROVED: UNANIMOUSLY

Agenda Item 10.

Discussion and Possible Approval of Firewise Street Signs.

Ms. Coleman stated that the signs were provided to our Public Works department, Public Works asked Ms. Coleman to bring them to the Design Review Board to get approval to go ahead and put them up in the Historic District. The signs would be at each end of the canyon.

MOTION: Mr. Lepley moved to approve the Firewise sign placement in Old Bisbee.
SECOND: Motion failed for a lack of a second

The Board discussed the signs being contemporary and maybe changing the sign color. The Board hoped that they could come up with something different. These signs were just a reminder to reduce wildfire risks and that it was a Nationally Recognized Participating Site. This was not like neighborhood watch sign.

Mr. Conklin asked if there was any way to make this sign more fitting to the Historic District.

MOTION: Mr. Conklin moved to table Agenda item number ten (10) for future discussion.
SECOND: Mr. Green
MOTION APPROVED: UNANIMOUSLY

Agenda Item 11.

Discussion and Possible Action to pick three (3) members for the updating of the Design Review Guidelines. (They do not want to pick three (3) members until they have full attendance).

- Met with SHPO staff; offering support for update of Code and Design Guidelines.

MOTION: Mr. Conklin moved to table Agenda item number eleven (11).
SECOND: Mr. Sky
MOTION APPROVED: UNANIMOUSLY

Agenda Item 12.

Discussion and Review regarding the 1980 Designation Compared to Current Street Addressing. (Theresa Coleman)

- Met with SHPO staff, offering support for update of Code and Design Guidelines.
- Updating in historic district undertaken by SHPO in response to request for reclassification of property.
- Cochise County has started to update addresses for properties in historic district.
- Updates will be shared with the City of Bisbee.

MOTION: Mr. Conklin moved to approve Agenda item number twelve (12) as submitted
SECOND: Mr. Lepley
MOTION APPROVED: UNANIMOUSLY

Agenda Item 13.

Discussion and Possible Action to place the below at the beginning of the agenda and not at each application.

Per Article 3.5.3, the DRB shall determine if the proposed construction is consistent with:

- A. Bisbee Historic District Guidelines.
- B. The Secretary of the Interior's Standards for the Treatment of Historic Properties.
- C. The Secretary of the Interior's Standards for Rehabilitation.

Ms. Coleman stated that as of right now it was placed at every agenda item and the suggestions was to put this at the beginning of the agenda to cover everything.

MOTION: Mr. Conklin moved to approve Agenda item number thirteen (13) as submitted
SECOND: Mr. Lepley
MOTION APPROVED: UNANIMOUSLY

Staff Comments

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.)

- **Updating the Guidelines and codes having SHPO assist in that.**
- **Discuss attendance to the Design Review Board Meeting**

Adjournment: 6:30PM

MOTION: Mr. Conklin moved to adjourn
SECOND: Mr. Sky
MOTION APPROVED: UNANIMOUSLY