

Minutes
Special Session
Design Review Board
September 12th, at 5:30 PM
City Council Chambers, 915 S. Tovreaville Road,
Bisbee, Arizona 85603

The Meeting Called to Order by MICHAEL MCPARTLIN at 5:31PM

Roll Call-Board Members

Design Review Board	Present	Absent	Excused
Peter Gaffer			x
Stephan Green	x		
Todd Conklin	x		
Michael McPartlin	x		
Frank Davis			x
Jon Sky	x		
Ben Lepley	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 polices. If necessary, contact them directly before making any exterior changes to your property.**

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)

Agenda Item 1.

Application 19-46 Bisbee Residential Historic District, Non-Contributing Property #992
 14A Art Ave. Applicant, Matt MacFarlane

This application is seeking approval to remodel the exterior of the building at 14A Art Ave.

Pursuant to Bisbee Zoning Code Article 3.5.2.A, the property owner is required to obtain approval from the DRB prior to any new construction or the change of any building's exterior features.

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.

Mr. McPartlin noted that before the meeting it was noticed that this application didn't have a site map attached. Ms. Williams, Deputy City Clerk will be providing this to the commission members so that ultimately the commission will have a complete packet for this application.

Mr. McPartlin asked that since he was the temporary chair tonight if the commission could wait until he recognized them to speak, it was actually protocol for the City of Bisbee.

Mr. MacFarlane had his representative here to present this application to the Board and answered questions regarding the materials and scope of work.

The Board had concerns regarding the window sizing and wanted to make sure they were done correctly and in accordance with the Design Review Board guidelines.

Please note that the representative for the application also agreed that a trim divider would be put in between any new windows where two windows will be side by side. This was to avoid a large flat space (of vinyl) where the two windows would abut which would not be in keeping with historic guidelines.

MOTION: Mr. Lepley moved to approve DRB Application 19-46 provided that the windows fit snug in the opening size and in accordance with Design Review Board Guidelines.

SECOND: Mr. McPartlin seconded this motion

MOTION PASSED: UNANIMOUSLY

Agenda Item 2.

Application 19-49 Bisbee Commercial Historic District, Contributing Property
105 Main Street (SIC), Tombstone Canyon Applicant, Robert Willis- Copper Glance

This application is seeking approval to install a sign. The sign could not be administratively approved because of the style proposed font.

Pursuant to Bisbee Zoning Code Article 7.5, the property owner is required to obtain approval from the DRB prior to obtaining a sign permit or installation of commercial signage. The DRB shall determine if the proposed construction is:

- A. Consistent with the Design Guidelines
- B. Compatible with existing development.
- C. The Secretary of the Interior's Standards for Rehabilitation.

Mr. Jesse Labou gave a brief overview of the signage and answered questions regarding the scope of work.

The Board had concerns regarding the bottom of the sign with the icons for tea, treats and gifts. It made it look more commercial, they recommended that the icons be removed.

Please note that the applicant specified that they would use the same font style used with the word “Teahouse” presented to the Board with their sign proposal for any additional wording on the sign that was approved.

MOTION: Mr. Green moved that the sign will be accepted provided that they remove the symbolism and replace it with words describing the Tea, Food and Gifts; Application 19-49.

SECOND: Mr. Sky seconded this motion

MOTION PASSED: UNANIMOUSLY

Agenda Item 3.

Application 19-50 Bisbee Residential Historic District, Non-Contributing Property #710 51 Wood Canyon. Applicant, John & Jane Dailey – Representative: Geoffrey H. Plunkett

This application is seeking approval to have a deck coming off the back of the home at the second floor level. A shade awning and a gutter system that will catch rain water “See Staircase”.

Pursuant to Bisbee Zoning Code Article 3.5.2.A, the property owner is required to obtain approval from the DRB prior to any new construction or the change of any building’s exterior features.

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.

Mr. Plunkett presented this application to the Board and answered questions regarding the materials and scope of work.

The Board discussed and had concerns with the use of horizontal stainless steel wiring it was not historic and it didn’t contribute to the district.

MOTION: Mr. Conklin moved to approve Application 19-50 with the deviation from no wire to 2x2 pickets.

SECOND: Mr. Sky seconded this motion

MOTION PASSED: UNANIMOUSLY

Agenda Item 4.

Discussion regarding forming of a Sub-Committee to update the Design Guidelines.

Ms. Williams stated that as a rule we do not do sub-committees, because we do not have staff. A Public Notice, Agenda and Action Agenda was still needed. Her suggestion was that just three (3) of the Board members get together and those three (3) can come back to the board at a Work Session and work through it.

The Board discussed this item at length and suggested that they wait to appoint the three (3) members to work on the updating of the Design Guidelines when the Board had a full attendance.

Staff Comments

Ms. Williams asked that the Board be mindful that they try not to talk over someone else. She stated that when doing the minutes, it was hard to hear who was speaking.

Ms. Williams suggested that maybe the Chair/ Vice-Chair go from right to left or left to right so that everyone gets to speak on the application being discussed.

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.)

- **Discussion and Possible Action to pick the members that will be working on the updating of the Design Review Board Guidelines. (As long as the Board was in full attendance).**

Adjournment: 6:18PM

MOTION: Mr. Lepley moved to adjourn.

SECOND: Mr. Conklin seconded this motion

MOTION PASSED: UNANIMOUSLY