

MINUTES
Design Review Board
November 6, 2019, at 5:30 PM
City Council Chambers, 915 S. Tovreaville Road,
Bisbee, Arizona 85603

The Meeting Called to Order by FRANK DAVIS at 5:30PM

Roll Call-Board Members

Design Review Board	Present	Absent	Excused
Peter Gaffer	X		
Stephan Green	X		
Todd Conklin	X		
Frank Davis	X		
Jon Sky	X		
Ben Lepley	X		
VACANT	X	X	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 the upgrade of the Design Review Board Guidelines and the crystal palace that was being upgraded right now.

Agenda Item 1

Election of a new Vice-Chair for the Design Review Board.

**Peter Gaffer nominated Ben Lepley
Stephan Green seconded that nomination
MOTION PASSED: UNANIMOUSLY**

Agenda Item 2

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

Agenda Item 3

Approval of the Minutes of the September 12, 2019 Meeting.

Agenda Item 4

Approval of the Minutes of the October 2, 2019 Meeting.

Agenda Item 5

Approval of the Minutes of the October 8, 2019 Meeting.

MOTION: Mr. Lepley moved to approve items 2-5: minutes.

SECOND: Mr. Gaffer

MOTION PASSED: UNANIMOUSLY

OLD BUSINESS

Agenda Item 6.

Application 19-55 Bisbee Residential Historic District, Contributing Property #527 located at 225 Tombstone Canyon, Applicant: Mark Parsons/ Representative: Mark and Nancy 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 again on October 10, 2019.

We received one prior phone call inquiring where the shed would be placed on the property and 3 letters in support. With new notification we received one letter with no objections to the placement and one email not in favor of the relocation of the shed.

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

Mr. Parsons presented his application to the Board and answered questions regarding.

MOTION: Mr. Conklin moved to approve application 19-55 as submitted.

SECOND: Mr. Lepley

MOTION PASSED: UNANIMOUSLY

NEW BUSINESS

Agenda Item 7.

Application 19-56 Bisbee Residential Historic District, Bi-6 (202 Upper Main Street built about 1930/ Rating: C) located at 202 Tombstone Canyon, Applicant: Robert Willis / Representative Joseph Lewis

This application is seeking approval to have a sign for front of “big chair” located on the property at 202 Tombstone Canyon.

Pursuant to Bisbee Zoning Code Article 7.5, the property owner is requested to obtain approval from the DRB prior to obtaining a sign permit or installation or commercial signage.

Zoning Code 7.6(2) specifically requires Special Use Permits for offsite signage. It is appropriate for the Design Review Board to approve the application prior to sending it to the Planning & Zoning Commission.

Joseph Lewis presented this application to the Board and answered questions regarding. The Board discussed this application at length.

- **Kathy Sowden, Bisbee resident spoke in opposition of this application.**

Mr. Ward, Building Inspector said that this was more about the sign than the chair.

- **Donna Pulling, Bisbee resident spoke in favor of this application.**

MOTION: Mr. Conklin made a motion to deny application 19-56.

SECOND: Mr. Davis

MOTION PASSED: 5/1(Ben Lepley)

Agenda Item 8.

Application 19-57 Bisbee Residential Historic District, Non-Contributing Property#239 located at 735 Tombstone Canyon, Applicant: Dolores Jones/ Representative: Johnny Rabey.

This application is seeking approval to erect small building (Open Covered Patio) on concrete.

The 300 Ft. Notification went out again on September 30, 2019.

We received “No” comments regarding the proposed.

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

This application was discussed after agenda item 9.

Mr. Rabey presented this application to the Board.

MOTION: Mr. Green made a motion to approve application 19-57
SECOND: Mr. Lepley
MOTION PASSED: UNANIMOUSLY

Agenda Item 9.

Application 19-59 Bisbee Residential Historic District, Non-Contributing Property # 966 (because of its age) located at 507 D Bailey Hill, Applicant: Dragon View Mountain Retreat LLC/ Representative: Bonnie Williams.

This application is seeking approval to continue to cover the remaining wood siding on the front, side and back of the house with select Cedarmill Hardie plank lap siding, to replace remaining wood brick molding around windows and doors with vinyl brick molding, and to install two (2) outdoor heat pump condensers for a mini split system with associated electrical (these units will be well hidden from public view).

Also, work on the studio shed to install one heat pump condenser and outside work on the smaller home will be to remove the old HVAC package unit from the roof and install one heat pump condenser, which will also be hidden from public view.

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

Bonnie Williams presented this application to the Board and answered questions regarding the materials and scope of work.

MOTION: Mr. Sky moved to approve application 19-59 as is.
SECOND: Mr. Davis
MOTION PASSED: UNANIMOUSLY

Agenda Item 10.

Application 19-61 Bisbee Residential Historic District, Contributing Property #13 located at 147 Brewery Gulch, Applicant Emanuel Family Trust/ Representatives: Craig & Gloria Emanuel.

This application is seeking approval to build six-foot staircase to access top lot of property. In addition, installing red iron fence around the perimeter of top lot to match existing fencing.

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

Craig Emanuel presented this application to the Board and answered questions regarding the materials and scope of work.

MOTION: Mr. Conklin moved to approve application 19-61 as submitted.
SECOND: Mr. Sky
MOTION PASSED: UNANIMOUSLY

Agenda Item 11.

Application 19-63 Bisbee Residential Historic District, Bi-54 / Rating: C) located at 24 Main Street, Applicant: Letson Partners, LLC / Representative: Sloane Bouchever.

Application 19-63 Bisbee Residential Historic District, Bi-55 / Rating: C) located at 51 Main Street, Applicant: Artemizia Gallery, LLC / Representative: Sloane Bouchever.

These applications are seeking approval for Installation of double-sided signage for contemporary art gallery and retail space. Signage to be hung from existing iron brackets.

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.

Sloane Bouchever presented this application to the Board and answered questions regarding.

MOTION: Mr. Green moved to approve application 19-63 as submitted.

SECOND: Mr. Sky

MOTION PASSED: UNANIMOUSLY

Agenda Item 12.

Update on appointment of a 7th member to the Design Review Board.

Ms. Coleman stated that there are a couple of applications in and that the Mayor will make a recommendation at the next Council meeting.

Agenda Item 13.

Update regarding the Design Review Board meeting attendance.

Ms. Coleman said that there was a question at a previous meeting about missing meetings. For this board there was nothing about being absent for more than 3 consecutive times. This was something that could be looked at and added to the code.

The Board asked what they needed to do; this will be brought back-up at the next meeting and the process will be defined for the Board.

Agenda Item 14.

Update regarding adding two (2) houses that are located on Naco Road (132-125) to the historic district.

Ms. Coleman stated that Jon Sky had asked her about adding 2 houses to the historic district; there are actually 2 properties and 3 structures on Naco Road that are not within either the commercial or the residential historic district. This would mean expanding one of those 2 districts. There would be a process that included an expanded inventory; then, update our maps to include the footprints of all the non-contributing properties and look at the neighborhoods to verify that all of the properties currently include would still be in the same shape or contributing condition that they were when the initial district was put into place. This item will be put on the back burner until the Warren Historic District was done.

Agenda Item 15.

Update regarding the Design Review Guidelines.

Update Member review of Design Review Board Ordinances/ Guidelines.

In 2009 the City of Bisbee entered into an agreement with the Planning Center to review existing guidelines for accuracy with regard to Department of Interior’s Preservation Guidelines. The guidelines were given to the city, but were never adopted by Mayor and Council to use going forward.

Theresa Coleman, City Manager along with Joe Ward, building inspector are in the process of reviewing the document and it has been sent to SHPO and Christine McLachlan from Cochise County to also review.

Ms. Coleman updated the Board on the Design Review Board Ordinances/ Guidelines that was done through the Planning Center. A copy of this document will be distributed to the members.

Staff Comments

- **Ms. Coleman updated the Board regarding:** Administrative Approval was given by Theresa Coleman, City Manager on 10/9/2019 for DRB Application 19-52; 223 Youngblood Hill, Non-Contributing Property #63- Demo left side of home and all siding and porches. Removing all wood to expose original adobe: Work to be completed as described.
- **Ms. Coleman Updated the Board regarding:** Administrative Approval was given by Theresa Coleman, City Manager on 10/23/2019 for DRB Application 19-62; 416 B Perley Street, Contributing Property #250- Remove and Repair windows: substantially replicate existing window.
- **Mr. Ward addressed the Board regarding:** The level of drawings that are required for DRB consideration.
 - There is no indication at all from our Zoning Code 3.5.2 B.2 that professional grade drafting is required.
 - Our Zoning code uses the term “adequate illustration” and requires that the illustration be “to scale”.
- **This was not commented on-**Complaint regarding the commercial ice machine that sits in front of the Bisbee Tour Co. at 8 Naco Road.

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

- **Update on Design Review Board meeting attendance.**
- **Update on 805 Tombstone Canyon- Status, Probate etc.**
- **Design Review Board Ordinances/ Guidelines**

Adjournment: 6:30PM

MOTION: Mr. Green moved to adjourn

SECOND: Mr. Conklin

MOTION PASSED: UNANIMOUSLY