

MINUTES
Design Review Board
December 4, 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, Chair	X		
Jon Sky	X		
Ben Lepley, Vice Chair	X		
Shawn DeCraemer	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)

Agenda Item 1

Introduction of New Member Shawn DeCraemer.

The Board was introduced to their new member Shawn DeCraemer.

Agenda Item 2

Approval of the Minutes of the November 6, 2019 Meeting.

MOTION: Mr. Gaffer moved to approve the Minutes of the November 6, 2019 meeting.

SECOND: Mr. Davis

MOTION PASSED: UNANIMOUSLY

OLD BUSINESS

NEW BUSINESS

Agenda Item 3.

Application 19-28 Bisbee Residential Historic District, Un-numbered, Contributing Structure (Appears to be identified as Bi-69 January 29, 1980) located at 91 Main Street, Applicant, Alex Mastrangelo

This application is seeking retroactive approval for a decal to the front window of the building. This is a tenant improvement, and will be removed when they vacate the property.

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 for installation of commercial signage.

MOTION: Mr. Sky moved to approve DRB application 19-28 as is.

SECOND: Mr. Conklin

MOTION PASSED: UNANIMOUSLY

Agenda Item 4.

Application 19-64 Bisbee Historic District, First Commercial District Bi-234 located at 120 Naco Road, Applicant: Empress LLC

This application is seeking approval for two (2) signs at 10 square foot and mounted on column (off building hanging).

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 for installation of commercial signage

Ms. Brown spoke regarding her application to the Board and answered questions regarding.

MOTION: Mr. Lepley moved to accept application 19-64; Vulcan Pottery signage either painted on or cut out of wood and added to the column and also hung on the existing steel.

SECOND: Mr. Conklin

MOTION PASSED: UNANIMOUSLY

Agenda Item 5.

Application 19-66 Bisbee Residential Historic District, Non-Contributing Property #63 located at 223 Youngblood Hill, Applicant Todd Conklin

This application is seeking approval to replace additions that were removed. New additions will be board and batten, windows will be vinyl double hung, railing to be 2x6, top rail 2x4 construction with 2x2 pickets. Porch posts to be 4x4. Original adobe front and portion of top story to remain exposed for historical purposes.

The 300 Ft. Notification went out again on November 19, 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.

Mr. Conklin recused himself from voting on this application.

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

MOTION: Mr. Gaffer moved to approve application 19-66 as presented with a provision that if there was a significant change from the standard door then Mr. Conklin would re-submit an application, the Board approves the stucco as a change to the application and the offsets from the adobe.

SECOND: Mr. Sky

MOTION PASSED: UNANIMOUSLY

Agenda Item 6.

Application 19-67 Bisbee Residential Historic District, Contributing Property #366 located at 508 Brophy Avenue, Applicant Leslie L. Kirtak/ Representatives: Eddie Ilaski & Bud Blanchard.

This application is seeking approval to do the following:

- Replace all missing and rotted exterior siding with same or higher quality wood siding for the storage room
- Repair & rehang storage room entrance door that fell off
- Add two windows w/ trim to storage room one on SE side and one in the front
- Replace missing or rotted wood siding on the rest of the house with the same wood siding
- Replace two stationary glass windows on back of house with sliding glass windows (already complete)
- Add matching handrail to the other side of front staircase for safety purposes
- Replace front door with new wood front door; replace screen door with new security screen door
- Repair/replace rotten wood on front stair case

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.

Representative of this application presented the application to the Board and answered questions regarding.

MOTION: Mr. Conklin moved to approve application 19-67 with the farm style door, the applicant can choose which security door to use and that the windows be double hung/ single hung.

SECOND: Mr. Sky

MOTION PASSED: UNANIMOUSLY

Agenda Item 7.

Application 19-70 Bisbee Commercial District, located at 5 Copper Queen Plaza (Bisbee Mining & Historical Museum), Applicant City of Bisbee.

The City of Bisbee Application is seeking approval to install a 15' metal light pole at the crosswalk between the Bisbee Mining & Historical Museum and the Copper Queen Plaza. The light pole will match the existing light pole on the north side of the street.

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. Jesus Haro, Public Works Director presented this application to the Board and answered questions regarding.

Mr. Conklin recused himself from voting on this application.

MOTION: Mr. Sky moved to approve DRB application 19-70 as is.

SECOND: Mr. DeCraemer

MOTION PASSED: UNANIMOUSLY

Agenda Item 8.

Update/Discussion regarding the Design Review Board meeting attendance.

The Board discussed meeting attendance.

- **3 (three) consecutive Regular Meetings in a row (with exception of health, special and work sessions)**

This will be incorporated with the new guidelines; the change will be made then.

Agenda Item 9.

Update/Discussion regarding 805 Tombstone Canyon- Status, Probate etc.

The Board discussed 805 Tombstone Canyon- Status.

- **How to protect this property?**
- **Condemnation process- invite the City Attorney to one of the Design Review Board meetings.**
- **Wall Conditions in code enforcement – should be discussed at the next meeting.**

Property Manager for 803 Tombstone stated that the residence were concerned about this property.

Agenda Item 10.

Provide comments regarding the Design Review Ordinances/ Guidelines.

The Board gave comments regarding the Design Review Ordinances/ Guidelines.

- **Board to give comments to Ms. Coleman to move forward.**

Staff Comments

- Administrative Approval was given by Theresa Coleman, City Manager on 11/14/2019 for DRB Application 19-65; 513 F Bailey Hill, I- Undetermined Status #963 – Additional retaining wall to be completed as described.
- Administrative Approval was given by Theresa Coleman, City Manager on 11/20/2019 for DRB Application 19-69; 100 Quality Hill, Significant Structure #Bi-6- Replacement as per information provided in application.

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.)

- **Wall Conditions in Code Enforcement.**
- **Condemnation process -See if the City Attorney could attend the next meeting.**
- **Digital version using new screens in chambers.**

Adjournment: 6:22PM

MOTION: Mr. Davis moved to adjourn

SECOND: Ms. Sky

MOTION PASSED: UNANIMOUSLY