

**MINUTES**  
**Design Review Board**  
**GOTO MEETING**  
**November 4, 2020, at 5:30 PM**  
**City of Bisbee, 915 S. Tovreaville Road,**  
**Bisbee, Arizona 85603**

**The Meeting Called to Order by BEN LEPLY at 5:30PM**

**Roll Call-Board Members**

<b>Design Review Board</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Peter Gaffer	<b>X</b>		
Stephan Green	<b>X</b>		
Yvette Ponte	<b>X</b>		
Scot Perfect	<b>X</b>		
Linda Santellanes	<b>X</b>		
Ben Lepley, Vice Chair	<b>X</b>		
Shawn DeCraemer	<b>X</b>		

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

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**GOTO MEETING PLATFORM**

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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.

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)

**OLD BUSINESS**

**NEW BUSINESS**

**Agenda Item 1.**

Application 20-84 Bisbee Residential Historic District, Contributing Property Bi-59 located at 41 Main Street, Applicant Ledbetter Group – Representative Rita Ledbetter.

The application is seeking approval for a Mural.

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.

Pursuant to Bisbee Zoning Code Article 7.8.2, When a building owner is considering adding a Mural to their building or wall an application must be made to the Design Review Board for consideration.

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

**The Board discussed the public comment from Karen Schumacher, Bisbee Arts Commission Chair regarding this application.**

**MOTION: Mr. DeCraemer moved to table this application for 30 days to find out what jurisdiction the Bisbee Arts Commission has and how they can assist the Design Review Board. Also, that the points that were brought forward in the public comment are addressed, when the application come back to the Design Review Board.**

**SECOND: Mr. Gaffer**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 2.**

Application 20-85 Bisbee Residential Historic District, Property located at 424 D Tombstone Canyon, Applicants Kimberly Moore/Michael Hanson.

This application is seeking approval for an 8'x12' Storage Shed and Future shade/ carport on the private parking area.

The 300ft. Notification went out on October 20, 2020.

At the time this agenda was put together there were no public comments received for this application.

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.

**Ms. Moore and Mr. Hanson spoke regarding their application to the Board and answered questions regarding.**

**The Board discussed the comments from Joe Ward, Building Inspector regarding this application.**

**MOTION: Mr. DeCraemer moved to table this application for 60 days to send to the Planning and Zoning Commission with design review when it comes back to the Design Review Board.**

**SECOND: Mr. Lepley**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 3.**

Application 20-86 Bisbee Residential Historic District, Contributing Property Bi-66 located at 76 Main Street, Applicant Representative Barbara Brewer.

This application is seeking approval to install over sidewalk a sign for business.

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. Brewer spoke regarding her application to the Board and answered questions regarding.**

**MOTION: Ms. Ponte moved to approve DRB Application 20-86.**

**SECOND: Mr. Gaffer**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 4.**

Application 20-88 Bisbee Residential Historic District, Contributing Property #1046 located at 128 B Opera Drive, Applicants Robert Klein/ Jeff Trujillo.

This application is seeking approval for the following:

- Replace 8 single-hung steel windows (1980's vintage) with steel/wood single hung of same dimensions
- Remove rotting wooden board/batten siding on west/rear of house (not visible from any public r/w): replace with board/batten made of cement board
- Replace rotting wood shiplap siding on north side of house with equivalent wood shiplap (obliquely visible from public sidewalk)
- Replace rotting wooden balcony railing with steel custom railing with steel custom railing fabricated to match existing out of square tube steel
- Install three double-hung windows of style to match existing on north and west side (not visible from any public r/w)

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. Trujillo spoke regarding his application to the Board and answered questions regarding.**

**MOTION: Mr. Lepley moved to approve DRB Application 20-88 with minor modification of taller batten.**

**SECOND: Mr. Green**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

*Application 20-89 Bisbee Residential Historic District, Contributing Property #523 located at 301 Tombstone Canyon, Applicants Michelle Zenda.*

*This application is seeking approval for installation of new metal roofing panels, venting, roof hacks, flashings, fasteners, screws, and sealant.*

*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.*

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

**MOTION: Mr. DeCraemer moved to approve DRB Application 20-89.**

**SECOND: Mr. Gaffer**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 6.**

*Application 20-90 Bisbee Residential Historic District, Contributing Property located at 10 Copper Queen Plaza (10 Main Street), Applicants Frank & Yolanda Barco/ Representative: Fluoresci Services, LLC.*

*This application is seeking approval to replace existing vinyl with new and remove oval shaped sign on top of ATM kiosk.*

*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: Ms. Ponte moved to approve DRB Application 20-90.**

**SECOND: Mr. DeCraemer**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 7.**

Approval of the Minutes of the October 7, 2020 Meeting.

**MOTION: Ms. Lepley moved to approve the minutes of the October 7, 2020 meeting.**

**SECOND: Mr. Gaffer**

**MOTION PASSED: UNANIMOUSLY**

**Staff Comments**

- **Meet in two (2) weeks to go over the Design Review Board Guidelines**
- **Discuss at the meeting in two (2) weeks a citation for the screens and railings that Cynthia Conroy has had installed without Design Review Board approval.**

**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 regarding the consideration of the Bisbee Arts Commission on Murals**
- **Selection of Chair/ Vice Chair at the special meeting in two (2) weeks.**

**Adjournment: 6:36PM**

**MOTION: Mr. Lepley moved to adjourn**

**SECOND: Mr. DeCraemer**

**MOTION PASSED: UNANIMOUSLY**