

**MINUTES**  
**Design Review Board**  
**ZOOM MEETING**  
**April 7, 2021, at 5:30 PM**  
**City of Bisbee, 76 Erie Street,**  
**Bisbee, Arizona 85603**

**The Meeting Called to Order by SHAWN YOUNG at 5:30PM**

**Roll Call-Board Members**

| <b>Design Review Board</b>         | <b>Present</b> | <b>Absent</b> | <b>Excused</b> |
|------------------------------------|----------------|---------------|----------------|
| Peter Gaffer                       | X              |               |                |
| Stephan Green                      | X              |               |                |
| Yvette Ponte                       | X              |               |                |
| Scot Perfect                       | X              |               |                |
| Linda Santallanes, Vice Chair      | X              |               |                |
| Ben Lepley                         | X              |               |                |
| Shawn Young, Chair                 | X              |               |                |
| Frank Davis , City Council Liaison | X              |               |                |
| Theresa Coleman, Staff Liaison     | X              |               |                |

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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)

Speaking time limits will be observed during the Call to the Public, the speaking time limit is three (3) minutes per person.

**OLD BUSINESS**

**NEW BUSINESS**

**Agenda Item 1.**

Application 21-23 Bisbee Commercial Historic District, Contributing located at 126 Tombstone Canyon, Applicants Thomas & Joyce Kempster.

This application is seeking approval to build steel walkway between buildings.

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 feature.

**Mr. and Mrs. Kempster spoke regarding their application to the Board and answered questions.**

**Ms. Santellanes asked about the remesh and the width.**

**Mr. Kempster indicated it was 36" in width and the tread height was 7" with a width of 12" and Ms. Kempster indicated the mesh was for privacy.**

**Mr. Larry Lambert indicated that the mesh would be welded.**

**MOTION: Mr. Gaffer moved to approve application 21-23 as presented.**

**SECOND: Ms. Ponte**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 2.**

Application 21-24 Bisbee Residential Historic District, Non-Contributing Property #188 located at 921 Tombstone Canyon, Applicant Patricia Carbajal.

The application is seeking approval to erect a 4' chain-link fence around yard, include swing gate on Tombstone Canyon Street and 4' pedestrian gate; from base of rock, 20ft. into property line along perimeter as shown on 40' side -6ft chain-link due to high volume of traffic and area is pitched higher' and in front and Tombstone Canyon they would like to building 7' from the curb.

Please Note: that 921 Tombstone Canyon is in the middle of ADOT property.

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 feature.

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

**Mr. Perfect asked about chain link fence and the rules.**

**Mr. DeCraemer read the DRB Guidelines in which they do not authorize chain link and asked about a land survey.**

**Ms. Ponte read the strongly recommended fences from the DRB Guidelines.**

**Mr. Davis noted that he looks across the street at the property; he could review and give administrative approve.**

**MOTION: Mr. DeCraemer moved to table thirty (30) days to give the applicant time to contact ADOT to get the necessary approval and provide correct fencing styles that would be acceptable to the Board.**

**SECOND: Ms. Green                      MOTION PASSED: 4/2**

**Agenda Item 3.**

Application 21-25 Bisbee Residential Historic District, Contributing Property #553 located at 313 O'Hara Avenue, Applicants Sherry & Alexander Gourlay.

The application is seeking approval to build wood stairway over an existing set of concrete steps in the back yard.

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 feature.

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

**Mr. Gaffer felt it was an improvement and great service to the house.**

**Mr. Perfect noted that plan will be a great addition to the home.**

**MOTION: Mr. Gaffer moved to approve application 21-25 as submitted.**

**SECOND: Mr. Ponte                      MOTION PASSED: UNANIMOUSLY**

**Agenda Item 4.**

Application 21-27 Bisbee Residential Historic District, Non-Contributing Property #325 located at 19 F Laundry Hill (Adams Ave, Bailey Hill), Applicant Janet Eaton.

The application is seeking approval to install a privacy fence.

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 feature.

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

**Brian Hope sent in a letter of support for Ms. Easton's application.**

**MOTION: Mr. Gaffer moved to approve application 21-27 as submitted.**

**SECOND: Mr. Green                      MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

Application 21-26 Bisbee Residential Historic District, Contributing Property Bi-135 located at 16 Clawson Avenue, Applicants Tom & Nanette Slusser

The application is seeking approval to do the following:

1. Replace existing galvanized metal roof with same
2. Remove metal siding and repair board and batten exterior
3. Demolish 2-story, concrete structure and replace to match existing board and batten exterior. This structure currently holds 2 bathrooms: one on each level. The replacement structure will also have 2 bathrooms and the stair connection between floors
4. Replace windows with double hung, vinyl-clad wood
5. New exterior lighting
6. Restore original balcony at rear of house with typical wooden railing
7. Add exterior deck at rear of property, at grade
8. Restore original porch to period prior to screening
9. Add double, multi-lite French doors to upper and lower floors at rear of house
10. Build new parking space on east side of house. This will be raised to street level. Downstairs access will be from the back of the parking space
11. Existing concrete wall to be removed to allow for new parking space. The concrete wall has been partially demolished in front of the house. This will be removed and replaced with a raised planting bed or wood picket or period wire fence and gate

The 300ft. Notification went out on March 23, 2021.

Public Comment: 2 (two) Public Comments in favor.

Zoning Code Article 6.15(C) this installation as proposed will require a public hearing and neighborhood notification since it does not meet the design standards of this article.

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 feature.

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

**Mr. Young opened the public hearing.**

**Mr. Larry Scritchfield, who lives across the street from the property asked about the gas service that was right where the concrete parking pad was going to be.**

**Ms. Reiniger commented on the efforts to restore this property and believed that this would make a major improvement not just on the street, but with parking. This was a good balance of appreciating the historical district, but being practical.**

**Mr. Young declared the public hearing open**

**Mr. Gaffer noted that he has seen this four (4) times on the Design Review Board Agenda. He was thrilled and wishes the applicant every success.**

**Ms. Santellanes was delighted about this.**

**Mr. Green stated that he had also seen this four (4) times at the Design Review Board and was pleased as well.**

**Mr. Lepley was glad that this was being saved.**

**Mr. Slusser noted that the exiting gas lines are going to be in sleeve under parking spot.**

**Mr. Young was happy with the plan and thanked the applicant.**

**Ms. Ponte expressed her excitement.**

**MOTION: Mr. Gaffer moved to approve application 21-26 with noted enthusiasm and gratitude to the applicant.**

**SECOND: Mr. Green                      MOTION PASSED: UNANIMOUSLY**

**Agenda Item 6.**

Approval of the Minutes of the March 3, 2021 meeting.

**MOTION: Ms. Santellanes moved to approve the minutes of the March 3, 2021 meeting as is.**

**SECOND: Mr. Lepley                      MOTION PASSED: UNANIMOUSLY**

**Agenda Item 7.**

Discussion and follow up regarding Claire & Justin Luria Building Graffiti.

**Mr. Young noted that this was brought up for solutions for deterring and repairing the building graffiti.**

**Claire & Justin Luria asked the Board what their solutions would be.**

**Mr. Lepley noted that they had added lights and asked if there was any more graffiti since the lights were installed.**

**Claire & Justin Luria stated that yes, it just keeps going on.**

**Mr. Young asked them if their property line stops right at the edge of the building.**

**Claire & Justin Luria stated their property ends right at the building. They can't block anything from the wall without being on the free store or adjacent properties, property.**

**Mr. Young asked if there was any city property in between or neighboring property or where they just butted up together.**

**Ms. Coleman said that was her understanding.**

**Ms. Santellanes asked if there was an easement on that side of the building.**

**Mr. Ward, Building Inspector stated there was no easement.**

**Mr. Young asked Ms. Coleman if there was a way to get in touch with the neighboring owners of that property.**

**Ms. Coleman noted that the owner has some mental health issues and the family was unwilling to take any action.**

**Claire said that she had spoken with the owner of the free store, they want to see the property safe and maintained. They are unable to lease or sell the property because of the state of the husband of the owner. They are not sure how to proceed with that.**

**Mr. Young asked them if they could possible put up surveillance cameras to deter in the interim.**

**Justin indicated that, that was the plan.**

**Mr. Davis stated this was not a Design Review Board issue.**

**Mr. Young indicated that the graffiti needed to be abated.**

**Mr. Lepley noted that tagging was increasing.**

**Ms. Ponte stated that the Blink System was really good.**

**Agenda Item 8.**

**Review and Discussion with Possible Direction to Staff Regarding RV Parking.**

**On March 18, 2021 the Planning & Zoning Commission Discussed RV Parking  
Mr. Ward, Staff Liaison for the Planning & Zoning Commission asked that this be brought before the Design Review Board.**

**The Planning & Zoning Commission discussed the following:**

- Intrusion in the Historic District**
- Police need to enforce the rules regarding**
- Parking passes to park RV's**
- Inappropriate camping being done**
- Look at the City of Sierra Vista's Code in detail**
- Derelict trailers that are all around**

**The Board discussed in detail and some felt that this wasn't an issue for the Design Review Board to discuss, but Planning and Zoning. They feel that the Design Review Board must deal with this on a case by case basis.**

**Mr. Ward noted that the Design Review Board was the authority for the district.**

**The Board needed more clarification on this issue. What was the Planning and Zoning Commission seeking from the Design Review Board?**

**MOTION: Mr. Young moved to table for thirty (30) days for clarification.**

**SECOND: Mr. Gaffer**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 9.**

Follow-up regarding Administrative Approval - **NONE**

**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 text on language regarding windscreens for next agenda**
- **Revision of guidelines**
- **Hold a Special Meeting - schedule in two (2) weeks**

**Adjournment: 7:08PM**

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

**SECOND: Mr. Perfect**

**MOTION PASSED: UNANIMOUSLY**