

**MINUTES**  
**SPECIAL SESSION**  
**Design Review Board**  
**ZOOM MEETING**  
**April 21, 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	<b>X</b>		
Stephan Green	<b>X</b>		
Yvette Ponte			<b>X</b>
Scot Perfect	<b>X</b>		
Linda Santellanes, Vice Chair	<b>X</b>		
Ben Lepley		<b>X</b>	
Shawn Young, Chair	<b>X</b>		
Frank Davis , City Council Liaison	<b>X</b>		
Nina Williams & Joe Ward, Staff Liaison	<b>X / X</b>		

**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.**

**REVIEW AND DISCUSSION REGARDING THE REVISION OF THE DESIGN REVIEW BOARD UPDATED GUIDELINES.**

The Board reviewed and discussed the Design Review Board Guidelines, made changes and updates.

The Guidelines will be revised and brought back to the Board in June for final Draft approval before sending to the City Attorney and the Planning and Zoning Commission.

**Agenda Item 2.**

**REVIEW AND DISCUSSION REGARDING THE ADDING TO THE ZONING CODE: WINDSCREENS.**

The Board reviewed and discussed adding to the Zoning Code “Windscreens”.

Mr. Gaffer will make revisions and this item will be back for approval to the Board at their next regular meeting in May.

**Agenda Item 3.**

**DISCUSSION REGARDING RV PARKING IN THE HISTORIC DISTRICT (FRANK DAVIS, COUNCIL LIAISON AND JOE WARD, STAFF LIAISON OF THE PLANNING AND ZONING COMMISSION).**

The Board discussed RV Parking in the Historic District.

Mr. Young will draft a response to the Planning and Zoning Commission from the Design Review Board. This will be back for approval to the Board at their next regular meeting in May.

**Staff Comments**

- Asked for Chair and Council Liaison to review the April 7<sup>th</sup> meeting minutes.

**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.)

May Meeting:

- Screens approval adding to the Zoning Code
- RV Parking in the Historic District approval

Future:

- Bring Guidelines back for draft approval

**Adjournment: 6:40PM**

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

**SECOND: Mr. Young**

**MOTION PASSED: UNANIMOUSLY**