

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

The Meeting Called to Order by SHAWN YOUNG at 5:32PM

**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 Santellanes, Vice Chair	X		
Ben Lepley	X		
Shawn Young, Chair	X		
Frank Davis , City Council Liaison	-----	-----	X
Nina Williams, Staff Liaison	X		
Joe Ward, Bldg. Inspector	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.

**Zoning Code 2.6 Design Review Board; 2.6.2 Powers and Duties:**

- A) The Design Review Board shall have the power in the Historic District Overlay Zone to review proposals for exterior construction, reconstruction,

**alterations or structural changes and to approve, conditionally approve, or disapprove an application.**

- C) It shall be the responsibility of the applicant to prove to the Design Review Board or its designee, that the project in question conforms with the intent and purpose established in Ordinance and with the adopted design guidelines.**

Approval should solely be based on the application submitted as a whole, and the information given to render a decision. Along with the Design Review Board Guidelines and the State of the Interior's Standards for the Treatment of Historic Properties.

The Boards decisions should not be based on whether you are in good standing or not with the applicant.

The Design Review Board has no authority regarding Fire Access, Planning, Zoning, Sewer, Water, Parking, or Drainage.

The Board can encourage the applicant to use certain materials, but cannot deny the applicants' application on the basis of their financial means.

The Board and City Staff cannot preserve Bisbee's Historic Districts by themselves. They need help of every property and business owner in order to preserve Bisbee's unique and historical character.

*LET US ALL CONTINUE TO WORK TOGETHER.*

**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**

### **Agenda Item 1.**

**This item was tabled at the May 5<sup>th</sup> and the June 2<sup>nd</sup> DRB meetings.**

Application 21-38 Bisbee Residential Historic District, Contributing Property #697 located at 819 A Tombstone Canyon, Applicant Michelle Marsh.

The application is seeking approval to replace existing windows (10 on front and one on each side) for building. Existing windows have significant termite damage and many broken panes. They intend to reuse the old, weathered wood for the aesthetics in between each window on the exterior; new pressure treated, termite wood will be used inside to provide structural framing for the windows.

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.

**MOTION: Mr. Young moved to table application 21-38; 819 A Tombstone Canyon for an additional thirty (30) days.**

**SECOND: Mr. Perfect**

**MOTION PASSED: UNANIMOUSLY**

**NEW BUSINESS**

**Agenda Item 2.**

Application 21-52 Bisbee Residential Historic District, Contributing #15 located at 150 Brewery Avenue, Applicant D. Wray & H.S Wray.

This application is seeking approval to cover exterior with termite/fire proof masonry finish. Stucco all porch and house trim to be maintained (painted) and 2 Windows replaced. Existing siding will not be sustainable due to termite damage.

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. & Mrs. Wray spoke regarding their application to the Board and answered questions.**

**MOTION: Mr. Gaffer moved to deny application 21-52 as presented.**

**SECOND: Mr. Lepely**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 3.**

Application 21-54 Bisbee Residential Historic District, Contributing Property #272 located at 517 A Mayor Avenue, Applicant Paula Bird & Deborah Wood.

The application is seeking approval to take down the existing structure for the following reasons:

1. Unable to raise it to pour footings without losing structure integrity.
2. Upon removing the ceilings found significant fire damage to the rafters.
3. There is significant rot throughout the structure, as well as termite damage.
4. The back left half of the structure backs within 3 inches of the rock face.

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.

The 300ft. Notification went out on June 1, 2021.

Public Comment: No Comments at the time of this agenda.

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, by remodeling or alteration, and prior to any new construction within the district.

**Mr. Young declared the Public Hearing open.**

**Opposed- None**

**Favor- None**

**Mr. Young declared the Public Hearing closed.**

**The Board discussed application 21-54.**

**MOTION: Mr. Gaffer moved to table application 21-54; 517 A Mayor Avenue for thirty (30) days or until such time that the applicant can present the documentation as discussed during this hearing.**

**SECOND: Mr. Perfect**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 4.**

Application 21-58 Bisbee Residential Historic District, Property located at 913 Tombstone Canyon, Applicant Bond Family Trust/ Representative Brian Hope, Hope CGI.

The application is seeking approval for new construction wood framed, single story studio, 647 SF.

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.

The 300ft. Notification went out on June 1, 2021.

Public Comment: No Comments at the time of this agenda.

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, by remodeling or alteration, and prior to any new construction within the district.

**Mr. Young declared the Public Hearing open.**

**Opposed- None**

**Favor- None**

**Mr. Young declared the Public Hearing closed.**

**The Board discussed application 21-58.**

**MOTION: Mr. Gaffer moved to approve application 21-58 as presented to include the change to the windows on the south elevation as noted by the applicant (three 32x48 double hung vinyl windows spaced evenly).**

**SECOND: Mr. Young**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

Approval of the Minutes of the June 2, 2021 Meeting.

**MOTION: Mr. Young moved to approve the minutes of the June 2, 2021 Meeting.**

**SECOND: Mr. Perfect**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 6.**

Review/Discussion/Update Checklist for minimum requirements for Design Review Board Application's submitted.

**MOTION: Mr. young moved to table this item.**

**SECOND: Ms. Santellanes**

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 7.**

Discussion regarding 50 Main Street regarding Mural.

- Letter was sent to owner that the mural must be approved by the Design Review Board; as do all exterior changes.

**This item was cleared up prior to the meeting. The application for the Mural was granted a year ago.**

**Staff Comments**

- **Ms. Williams spoke to the Board about starting back with in person meetings.**

**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.) **NONE**

**Adjournment: 7:11PM**

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

**SECOND: Mr. Lepley**