

MINUTES
Design Review Board
March 2, 2022 at 5:30 PM
VIA ZOOM MEETING PLATFORM

The Meeting Called to Order by SCOT PERFECT at 5:30PM

Roll Call-Board Members

Design Review Board	Present	Absent	Excused
Savannah Anderson	X		
Peter Gaffer	X		
Stephan Green			X
Lori Gunnell	X		
Ben Lepley	X		
Scot Perfect, Vice Chair	X		
Ed Briggs	X		
Frank Davis, Council Liaison to the Board	X		
Doug Taylor, City Planner Staff Liaison	X		

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.** 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.](#)

THE BOARD WELCOMED MR. BRIGGS TO THE DESIGN REVIEW BOARD

[Agenda Item 2.](#)

Election of a Chair for the Design Review Board

MR. GAFFER STATED THAT IT HAD BEEN A TOUGH COUPLE OF YEARS WITH COVID; THERE ARE ONLY THREE (3) MEMBERS ON THE BOARD THAT WERE THERE PRIOR TO COVID. IT HAS BEEN A STRUGGLE FOR NEW MEMBERS OF THE BOARD.

MR. GAFFER PROPOSED THAT THE BOARD POSTPONE THE ELECTION OF THE CHAIR UNTIL SUCH TIME THAT WE COULD SPEND A LITTLE TIME TOGETHER LIVE, UNTIL THE APRIL MEETING.

MOTION: MR. GAFFER MOVED TO POSTPONE THE ELECTION OF THE BOARD CHAIR UNTIL THE APRIL MEETING AND IN THE INTERIM ASKE MR. PERFECT TO CONTINUE AS THE CHAIRPERSON FOR THE SPECIAL MEETING ON THE 16TH.

SECOND: MR. PERFECT

ROLL CALL:

AYES: GAFFER, GUNNELL, LEPLY, PERFECT AND BRIGGS

NAYS: ANDERSON,

MOTION PASSED: 5/1 (ANDERSON)

Agenda Item 3.

Application #: 22-09

Address: 722 W Hwy 80

Contributing / Non-Contributing: (NC)

Property Owner / Representative: Betsy McDonough / Calvin Fulginiti

Description of Work to be done:

RETROACTIVE APPROVAL

STOPWORK ORDER / UNLAWFUL STRUCTURE NOTICE GIVEN TO PROPERTY OWNER

- **ADDING AN ART PAINTING ROOM THAT WILL BE CONNECTED TO THE TRAILER**

The 300ft. Notification was sent out on February 9, 2022

At the time of this agenda there were no public comments submitted.

PUBLIC HEARING

CALL FOR THE APPLICATION: MS. MCDONOUGH / MR. FULGINITI SPOKE REGARDING THIS APPLICATION TO THE BOARD AND ANSWERED QUESTIONS.

STAFF REPORT: MR. TAYLOR SPOKE REGARDING THIS APPLICATION AND ASKED THAT THE APPLICATION BE TABLED UNTIL THE MATTER CAN BE RESOLVED WITH THE BUILDING INSPECTOR.

DECLARE THE PUBLIC HEARING OPEN AND RECEIVE PUBLIC COMMENTS:

MR. PERFECT DECLARED THE PUBLIC HEARING OPEN / THERE WERE NO PUBLIC COMMENTS

DECLARE THE PUBLIC HEARING CLOSED: MR. PERFECT DECLARED THE PUBLIC HEARING CLOSED

BOARD DISCUSSION: BOARD DISCUSSED

STAFF COMMENTS

BOARD WILL MOTION AND VOTE

MOTION: MR. PERFECT MOVED TO TABLE DRB APPLICATION 22-09 UNTIL THE NEXT MONTHLY MEETING (APRIL); UNLESS THE HOMEOWNER FELT THEY NEEDED MORE TIME THAN THE BOARD CAN EXTEND IT ANOTHER THIRTY (30) DAYS.

SECOND: MR. GAFFER

ROLL CALL

AYES: ANDERSON, GAFFER, GUNNELL, LEPLY, PERFECT AND BRIGGS

NAYS: 0

MOTION PASSED: UNANIMOUSLY

MR. TAYLOR WILL WRITE A LETTER EXPLAINING THE DELAYS TO THE STATE FOR MS. MCDONOUGH.

Agenda Item 4.

Application #: 22-10 (A)

Address: 114 B Quality Hill Rd. (Ledge)

Contributing / Non-Contributing: (NC) #763

Property Owner / Representative: Chuck Coughlin / Paul Syson, Syson Repair and Remodeling

Description of Work to be done: Install a 16' steel garage door into the existing garage structure opening

CALL FOR THE APPLICATION: MR. & MRS. COUGHLIN / MR. SYSON SPOKE REGARDING THIS APPLICATION TO THE BOARD AND ANSWERED THEIR QUESTIONS

STAFF REPORT: MR. TAYLOR SPOKE REGARDING THIS APPLICATION.

PUBLIC COMMENT: NO PUBLIC COMMENT

BOARD DISCUSSION: BOARD DISCUSSED

STAFF COMMENTS: MR. TAYLOR SPOKE AGAIN REGARDING THIS APPLICATION
BOARD WILL TAKE A MOTION AND VOTE

MOTION: MR. LEPLEY MOVED TO APPROVE DRB APPLICATION 22-10(A) CONTINGENT UPON SHOWING STAFF ALTERNATE DOOR DESIGN BASED ON A MORE CLASSIC AND THAT AS MR. TAYLOR, CITY PLANNER WILL HELP THE APPLICANTS PICK A PROPER DOOR DESIGN MORE IN KEEPING WITH OLD BISBEE.

SECOND: MS. GUNNELL

ROLL CALL

AYES: ANDERSON, GAFFER, GUNNELL, LEPLEY, PERFECT AND BRIGGS

NAYS: 0

MOTION PASSED: UNANIMOUSLY

Agenda Item 5.

Application #: 22-12

Address: 109 Ok Street

Contributing / Non-Contributing: (C) #93

Property Owner / Representative: Bob & Kathy Harmon / Tyler Bradberry

Description of Work to be done:

RETROACTIVE APPROVAL

STOPWORK ORDER NOTICE GIVEN TO PROPERTY OWNER

- **4 FOOT CHAIN LINK FENCE – PROTECT FROM FALLING ROCKS; HANDRAILS FOR CLIMBING STAIRS; PROTECT PET**

CALL FOR THE APPLICATION: MR. TAYLOR PRESENTED THE APPLICATION
STAFF REPORT

PUBLIC COMMENT: NO PUBLIC COMMENT

BOARD DISCUSSION: BOARD DISCUSSED

STAFF COMMENTS

BOARD WILL TAKE A MOTION AND VOTE

MOTION: MS. ANDERSON MOVED TO APPROVAL DRB APPLICATION 22-12; WITH THE CONTINGENCY THAT THEY APPLY A RUST OR BROWN PAINT COAT TO VISUALLY AGE THE CHAIN LINK FENCE.
SECOND: MR. PERFECT

ROLL CALL

AYES: ANDERSON, GAFFER, GUNNELL, LEPLY, BRIGGS AND PERFECT
NAYS: 0
MOTION PASSED: UNANIMOUSLY

Agenda Item 6.

Approval of the February 2, 2022 Design Review Board Meeting Minutes.

MOTION: MR. GAFFER MOVED TO APPROVE THE FEBRUARY 2, 2022 MINUTES.
SECOND: MS. ANDERSON

ROLL CALL

AYES: ANDERSON, GAFFER, GUNNELL, LEPLY, PERFECT AND BRIGGS
NAYS: 0
MOTION PASSED: UNANIMOUSLY

Agenda Item 7.

Discussion and Possible Action regarding Meeting in person starting in April or if the Board will continue with Zoom.

MOTION: MS. GUNNELL MOVED TO CONTINUE WITH ZOOM MEETINGS
SECOND: MR. GAFFER

ROLL CALL

AYES: ANDERSON, GAFFER, GUNNELL, LEPLY, PERFECT AND BRIGGS
NAYS: 0
MOTION PASSED: UNANIMOUSLY

Agenda Item 8.

Review and Discussion with Possible Direction to Staff regarding updating the Design Review Board Application Packet. ***(This item is review and discussion with possible direction to Staff only no motion is needed).***

THE BOARD REVIEWED AND DISCUSSED UPDATING THE DESIGN REVIEW BOARD APPLICATION PACKET.

- CONTRIBUTING STRUCTURES
- CHANGE SOME OF THE WORDING
- FIX TYPO'S
- SAMPLE ELEVATIONS (COME UP WITH DIFFERENT EXAMPLES) – MR. LEPELY WILL SUPPLY AN EXAMPLE.
- PUBLIC HEARING
- APPEAL PROCESS
- HAVE MEMBERS MARK UP DRAFT APPLICATION PACKET

Staff Comments (ONLY STAFF TO SPEAK / NO DISCUSSION)

- ELECTION FOR CHAIR CLARIFICATION

FUTURE AGENDA ITEM SUGGESTIONS (Board members may suggest topics for future meeting agendas, but Board will not discuss, deliberate, or take any action on these topics.)

- ELECTION FOR CHAIR TO BE DONE AT THE APRIL MEETING
- APPLICATION REVISIONS DEADLINE PRIOR TO THE SPECIAL MEETING WITH POSSIBLE VOTE AT THE APRIL MEETING
- DISCUSSION ON HOW WE CAN STILL UTILIZE THE NAME THAT WAS VOTED ON: WHERE IT WOULD BE UTILIZED AND HOW TO DO THAT LEGALLY (HAVE FOLLOW UP REGARDING)

Adjournment: 7:06PM

MOTION: Ms. Gunnell moved to adjourn.

SECOND: Mr. Gaffer