

**MINUTES  
DESIGN REVIEW BOARD  
FEBRUARY 5, 2025, AT 5:30PM  
CITY OF BISBEE COUNCIL CHAMBERS  
915 S. TOVREAVILLE ROAD, BISBEE, AZ 85603**

**THE MEETING CALLED TO ORDER BY Emanuel Stuart AT 5:30 PM.**

**ROLL CALL**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Bob de Kruyff	<b>X</b>		
Peter Gaffer	<b>X</b>		
VACANT, Chair	---	---	---
John Guy	<b>X</b>		
Frank Davis	---	---	<b>X</b>
VACANT, Vice Chair	---	---	---
Joe Ward	<b>X</b>		
Mel Sowid, Council Liaison	---	---	<b>X</b>
J. Emanuel Stuart, Staff Liaison	<b>X</b>		
Xavier Rodriguez, Bldg. Inspector	<b>X</b>		

**CALL TO THE PUBLIC:** NONE

**OLD BUSINESS:** NONE

**NEW BUSINESS:**

**Agenda Item 1.**

Election of a Chair for the Design Review Board. *This agenda item has been postponed until there is a full Board.*

**Agenda Item 2.**

Election of a Vice-Chair for the Design Review Board. *This agenda item has been postponed until there is a full Board.*

**Agenda Item 3.**

**Application Number:** 24-166

**Address:** 921 Tombstone Canyon

**Contributing/Non-Contributing:** (NC)#188

**Residential/Commercial:** Residential

**Property Owner/Representative:** Patricia Carbajal, Owner

**Description of Work to be done:**

*300ft. Notification was sent out December 30, 2024*

*Received 2 Public Comments in support of this Item.*

**PUBLIC HEARING:**

**APPLICATION:** *Ms. Carbajal presented her application to the Board and answered questions.*

**DECLARE THE PUBLIC HEARING OPEN AND RECEIVE PUBLIC COMMENTS:**

*Mr. Stuart declared the public hearing open.*

*Ryan Bond's letter was read into the record. He supported the project. A letter from Elizabeth Bernstein was read into the record, who also supported the project.*

**DECLARE THE PUBLIC HEARING CLOSED.**

Mr. Stuart closed the public hearing.

**STAFF COMMENTS:** The Building Inspector said it was important to verify the setbacks.

**BOARD DISCUSSION:** *The Board Discussed.*

**MOTION** Mr. Gaffer moved to approve as submitted subject to verification of the setbacks and of the property lines.

**SECOND** Mr. Guy

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 4.**

Approval of January 8, 2025, Design Review Board Meeting Minutes.

**MOTION** Mr. Gaffer

**SECOND** Mr. DeKruyff

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

The Board reviewed and held a discussion regarding the Design Review Board 2024 Annual Report to be presented before Mayor and Council. A decision as to who will assemble it will be decided on at the next meeting.

**Agenda Item 6.**

The Board discussed timelines for building permit applications after receiving DRB approval.

**Agenda Item 7.**

The Board discussed the increase and addition to fees for the Design Review Board Applications.

**Agenda Item 8.**

The Board discussed a new lead for the project of Matrices for Windows, Doors and Siding. Mr. Guy said he would have an update regarding the matrices at the next meeting.

**STAFF COMMENTS (NO DISCUSSION) –**

- Staff updated the Board on the updated Design Review Board Application.
- Staff discussed the updated Development Standards for the Bisbee Historic District

**THE FOLLOWING APPLICATIONS WERE ADMINISTRATIVELY APPROVED**

- DRB Application 25-01: 301B Tombstone Cyn – Reroof with removal of small dormer
- DRB Application 25-02: 9 Spring Cyn – Changing 6 Lights
- DRB Application 25-03: 102 Taylor St. – Reroof
- DRB Application 25-04: DRB Wasn't Required -Cancelled Application
- DRB Application 25-05: 149 Quality Hill – Upgrade 200Amp Service and Mini Split Installation
- DRB Application 25-06: 136 Tombstone Cyn -Sidewalk and Driveway Repair
- DRB Application 25-07: 517A Mayer Ave- Stairs
- DRB Application 25-08: 4 Ledge Ave – Retaining Wall

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

**ADJOURNMENT: 6:04 PM**