

**MINTUES
DESIGN REVIEW BOARD
AUGUST 6, 2025, AT 5:30PM
CITY OF BISBEE COUNCIL CHAMBERS
118 ARIZONA STREET, BISBEE, AZ 85603**

THE MEETING CALLED TO ORDER BY JOHN GUY AT 5:30PM.

ROLL CALL

Board Members	Present	Absent	Excused
Bob de Kruffyff	X		
Peter Gaffer	X		
Lorriane Rogge	X		
John Guy, Vice-Chair	X		
Frank Davis, Chair	---	---	X
Kevin Cole Van Norman	X		
Joe Ward	X		
Mel Sowid, Council Liaison	5:34PM		
J. Emanuel Stuart, Staff Liaison	---	---	X
Xavier Rodriguez, Bldg. Inspector	X		

CALL TO THE PUBLIC: *None*

OLD BUSINESS:

NEW BUSINESS:

Agenda Item 1.

Application Number: 25-75

Address: 61 Opera Drive

Contributing/Non-Contributing: N/A

Residential/Commercial: Residential

Property Owner/Representative: Norman & Nicole Miller, Owner

Description of Work to be done: Construction of an open covering

A Stop Work Order was issued June 26, 2025.

APPLICATION: *Mr. Miller spoke regarding his application to the Board and answered questions.*

PUBLIC COMMENTS: *None*

STAFF COMMENTS: *Mr. Rodriguez stated that this was a non-permitted use – no main structure on property.*

BOARD DISCUSSION: *Board Discussed*

MOTION: Mr. Gaffer moved to approve application 25-75 as submitted.

SECOND: Mr. Van Norman

MOTION PASSED: 5/1 (Ward Abstaining)

Agenda Item 3.

Application Number: 25-79

Address: 824 A Pace Avenue

Contributing/Non-Contributing: (NC) #620

Residential/Commercial: Residential

Property Owner/Representative: Donald & Joellen Finkle, Owner

Description of Work to be done: Construction of simple car covers on both sides of an existing shed and installation of solar panels on the main house.

300ft. Notification was sent out July 23, 2025

No Public Comment was received at the time of this agenda.

PUBLIC HEARING:

APPLICATION: Mr. Finkle spoke regarding his application to the Board and answered questions.

DECLARE THE PUBLIC HEARING OPEN AND RECEIVE PUBLIC COMMENTS: Mr. Guy declared the public hearing open.

- Betty King neighbor was in favor of the solar installation.

DECLARE THE PUBLIC HEARING CLOSED: Mr. Guy declared the public hearing closed.

STAFF COMMENTS: Mr. Rodriguez spoke about the windows and requested the Board's opinion.

BOARD DISCUSSION: Board Discussed

MOTION: Mr. Ward moved to approve application 25-79 as presented.

SECOND: Mr. de Kruyff

MOTION PASSED: Unanimously

Agenda Item 2.

Application Number: 25-76

Address: 539 C Tombstone Canyon

Contributing/Non-Contributing: (NC) #281

Residential/Commercial: Residential

Property Owner/Representative: Leslie & Alan Michotte, Owner / Sky High Unlimited, Applicant

Description of Work to be done: Converting the enclosed porch to an open porch

APPLICATION: Ms. Amanda Reyna and Jon Sky, applicant spoke regarding this application to the Board and answered questions.

PUBLIC COMMENTS: None

STAFF COMMENTS:

BOARD DISCUSSION: Board Discussed

MOTION: Mr. Guy moved to table until the next meeting and requested more comprehensive information.

SECOND: Mr. de Kruyff

ROLL CALL VOTE:

AYES: Gaffer, Rogge and Guy

NAYS: de Kruyff, Van Norman and Ward

MOTION FAILED: AYES-3 NAYS-3

MOTION: Mr. de Kruyff moved to approve application 25-76 with the condition the applicant must satisfy the requirements with the Building Official for his final approval.

SECOND: Mr. Ward

MOTION PASSED: Unanimously

Agenda Item 4.

Application Number: 25-84

Address: 231 Brewery Avenue

Contributing/Non-Contributing: (C) #641

Residential/Commercial: Residential

Property Owner/Representative: Gary Norris, Owner / Renewal by Andersen, Representative

Description of Work to be done: Replacing two double hung windows both like for like. No structural changes

APPLICATION: Mr. Norris spoke regarding his application to the Board and answered questions.

PUBLIC COMMENTS: None

STAFF COMMENTS: Mr. Rodriguez spoke regarding the lack of muttons on the windows.

BOARD DISCUSSION: Board Discussed

MOTION: Mr. Gaffer moved to approve application 25-84 as submitted.

SECOND: Ms. Rogge

MOTION PASSED: Unanimously

Agenda Item 5.

Approval of July 9, 2025, Design Review Board Meeting Minutes.

MOTION: Mr. de Kruyff moved to approve the minutes from the July 9, 2025, Design Review Board Meeting.

SECOND: Mr. Van Norman

MOTION PASSED: Unanimously

Agenda Item 6.

Discussion Regarding Fire Safe siding options

The Board discussed fire safe siding options

- Educate on what's available
- Encourage fire safe siding options

STAFF COMMENTS (NO DISCUSSION) –

FOLLOWING APPLICATIONS WERE ADMINISTRATIVELY APPROVED

- DRB Application 25-74: 934 Sims Rd – Re-Roof
- DRB Application 25-77: 64 Opera Drive – Amp Upgrade
- DRB Application 25-78: 19F Laundry Hill – HVAC w/ condition unit must be screened
- DRB Application 25-80: 47 Zacatecas Canyon – Solar Panel Installation
- DRB Application 25-81: 409A Roberts Avenue – Installation of Mini Split HVAC
- DRB Application 25-82: 515 Tombstone Canyon – Fence w/ Gate

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

ADJOURNMENT: 6:30PM