

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

**THE MEETING CALLED TO ORDER BY Mr. Guy AT 5:32PM.**

**ROLL CALL**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Bob de Kruffyff	<b>X</b>		
Peter Gaffer	---	---	<b>X</b>
Lorriane Rogge	<b>X</b>		
John Guy, Vice-Chair	<b>X</b>		
Frank Davis, Chair	---	---	<b>X</b>
Kevin Cole Van Norman	<b>X</b>		
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:**

**NEW BUSINESS:**

**Agenda Item 1.**

**Application Number:** 25-110

**Address:** 317 Tombstone Canyon

**Contributing/Non-Contributing:** (C) #578

**Residential/Commercial:** Commercial

**Property Owner/Representative:** Jonquil Motel LLC, Owner / Sterling Noren, Applicant

**Description of Work to be done:**

- Construction of a New Shade Structure in Backyard 6x6 wood posts with corrugated metal roof, concrete slab underneath.
- Construction of a Shade Structure 18'x48' adjacent to existing concrete wall 6x6 wood posts with corrugated metal roof over earth covered concrete slab.

**APPLICATION:** *Mr. Noren presented their application to the Board.*

**PUBLIC COMMENTS:** NONE

**STAFF COMMENTS:** Staff said it fit the aesthetic.

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

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. De Kruffyff moved to approve as submitted.

**SECOND:** Mr. Van Norman

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 2.**

**Application Number:** 25-112

**Address:** 108 Taylor Avenue

**Contributing/Non-Contributing:** (NC) #118

**Residential/Commercial:** Residential

**Property Owner/Representative:** Carl & Nancy Hubert, Owner

**Description of Work to be done:** 12'x18' Covered Porch Addition to existing 16'x16' shed on the extra North Lot; this is an open sided covered porch with compacted earth / gravel floor.

**APPLICATION:** Mr. Hubert presented their application to the Board.

**PUBLIC COMMENTS:** Only on this item and there will be a time limit for speaking three (3) minutes per person.

**STAFF COMMENTS:** NONE

**BOARD DISCUSSION:** The Board Discussed.

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. De Kruff moved to approve as submitted.

**SECOND:** Ms. Rogge

**MOTION PASSED:** UNANIMOUSLY

**Agenda Item 3.**

**Application Number:** 25-113

**Address:** 100 Clawson Avenue

**Contributing/Non-Contributing:** (S)Bi-117

**Residential/Commercial:** Commercial

**Property Owner/Representative:** Old Bisbee High School, LLC, Owner

**Description of Work to be done:** Retroactive Approval for a Mural on the North side of building.

Notice of Violation was issued on 10/20/2025

**APPLICATION:** Ms. Strauss presented the application to the Board.

**PUBLIC COMMENTS:** NONE

**STAFF COMMENTS:** Staff mentioned there was a Notice of Violation, and it is a retroactive application.

**BOARD DISCUSSION:** The Board discussed and wondered how we could make it more common knowledge that murals in the Historic District need a DRB application.

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Van Norman moved to approve as submitted.

**SECOND:** Mr. Guy

**MOTION PASSED:** UNANIMOUSLY

**Agenda Item 4.**

**Application Number:** 25-115

**Address:** 550 Tombstone Canyon

**Contributing/Non-Contributing:** Not Listed on Registry

**Residential/Commercial:** Residential

**Property Owner/Representative:** Tate Rich, LLC, Owner

**Description of Work to be done:** Mini Splits and Electrical

**APPLICATION:** Mr. Rich present their application to the Board.

**PUBLIC COMMENTS:** Only on this item and there will be a time limit for speaking three (3) minutes per person.

**STAFF COMMENTS:** Staff said the reason for the permit for mini-splits is to mitigate fire hazards.

**BOARD DISCUSSION:** The Board discussed.

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Guy moved to approve with the provision that the applicant screen the four upper balcony units for noise and for visibility.

**SECOND:** Mr. De Kruffyff

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

**Application Number: 25-118**

**Address: 5 Clawson Avenue**

**Contributing/Non-Contributing: (C) #659**

**Residential/Commercial: Residential**

**Property Owner/Representative: 5 Clawson Bisbee, LLC, Owner**

**Description of Work to be done: Replacement of 19 Windows**

**APPLICATION:** Ms. Strauss presented the application to the Board.

**PUBLIC COMMENTS:** NONE

**STAFF COMMENTS:** NONE

**BOARD DISCUSSION:** The Board Discussed.

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Van Norman made a motion to approve the replacement of the east, west, and the north windows and keeping the historical south windows and repairing them.

**SECOND:** Ms. Rogge

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 6.**

**Application Number: 25-119**

**Address: 67 Main Street**

**Contributing/Non-Contributing: Commercial District**

**Residential/Commercial: Commercial**

**Property Owner/Representative: 67 Main St. Bisbee, LLC, Owner**

**Description of Work to be done: Replacement of 19 Windows**

**APPLICATION:** Applicant/Representative will present their application to the Board.

**PUBLIC COMMENTS:** Only on this item and there will be a time limit for speaking three (3) minutes per person.

**STAFF COMMENTS:** Staff commented that applicant must be aware that the 30" dropoff is a fall hazard. They suggested implementing a type of guard system such as a railing system as stated in the International Building Code. If approved, the window will likely need a guard system, depending on how far it opens.

**BOARD DISCUSSION:** No public comments beyond this point.

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Guy moved that the applicant bring back a design that better fits the character of the building and includes a safety guard to prevent occupants from falling into the stairwell.

**SECOND:** Mr. Van Norman

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 7.**

Approval of October 1, 2025, Design Review Board Meeting Minutes.

**MOTION:** Mr. Guy

**SECOND:** Mr. Van Norman

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 8.**

Discussion and Possible Approval of a Material User guide to be used in conjunction with the Design Review Board Development Standards. (Board member Guy)

**MOTION:** Mr. Guy moved to approve the materials guidelines with the update for vinyl windows and for Board members to review and give feedback on it.

**SECOND:** Mr. Van Norman

**MOTION PASSED:** UNANIMOUSLY

**STAFF COMMENTS (NO DISCUSSION) –**

- Staff explained briefly about protocol/process: The Building Inspector cannot issue a permit until the DRB has approved the project or it has been given administrative approval. If that has not happened a stop work order may be issued or a Notice of Violation, and failure to comply fees will be applied.

**FOLLOWING APPLICATIONS WERE ADMINISTRATIVELY APPROVED**

- DRB Application 25-100: 229 A Tombstone Canyon – Replace Existing Minisplit install new
- DRB Application 25-101: 110 Brewery Avenue – Roof
- DRB Application 25-102: 40 Brewery Avenue – Signage
- DRB Application 25-104: 304 O'Hara – Roof & HVAC System Installation
- DRB Application 25-105: 523 Tombstone Canyon – Replacement / Upgrade Windows
- DRB Application 25-106: 811 Tombstone Canyon – Electrical 200 AMP Upgrade
- DRB Application 25-107: 27 Subway Street – Signage
- DRB Application 25-108: 15 Clawson Street – Roof
- DRB Application 25-109: 61 Main Street – Replace existing Rooftop AC
- DRB Application 25-111: 204 Brewery Avenue – Replacing Old Windows with New Windows Like for Like (Same Color/Style and Size)
- DRB Application 25-114: 103 Clawson Avenue- Pathway, Front Porch, Landscaping and Back Patio
- DRB Application 25-116: 67 Main Street – Electrical 200A Com All in One Meter Main Panel Next to Existing
- DRB Application 25-117: 138 B Opera Drive – Reroof

**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.)

- Explore ways to bring awareness and fees and penalties for demolition without permits.
- Informing the public about the DRB rules by mailer or postcard.

**ADJOURNMENT:** 6:33 PM