

**AGENDA
DESIGN REVIEW BOARD
JANUARY 7, 2026, AT 5:30PM
CITY OF BISBEE COUNCIL CHAMBERS
118 ARIZONA STREET, BISBEE, AZ 85603**

THE MEETING CALLED TO ORDER BY _____ AT _____ PM.

ROLL CALL

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

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.

Application Number: 25-135

Address: 229 A Tombstone Canyon

Contributing/Non-Contributing: (New Construction) ADU

Residential/Commercial: Residential

Property Owner/Representative: Karen Gaddy, Owner

Description of Work to be done: Construction of a 712 sq. ft. ADU / Garage (2 Story Carriage House Design)

300ft. Notification was sent out December 9, 2025.

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

PUBLIC HEARING:

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

DECLARE THE PUBLIC HEARING OPEN AND RECEIVE PUBLIC COMMENTS: Opposed / In Favor, speaking time limit is three (3) minutes per person.

DECLARE THE PUBLIC HEARING CLOSED: No additional comments will be made once the public hearing is closed.

STAFF COMMENTS:

BOARD DISCUSSION: No public comments beyond this point.

BOARD WILL TAKE A MOTION AND VOTE

Agenda Item 2.

Application Number: 25-143

Address: 54 Main Street

Contributing/Non-Contributing: (C) Bi-25

Residential/Commercial: Commercial

Property Owner/Representative: Mel & Meg Sowid, Owner / Andy Herod, Applicant

Description of Work to be done: Signage

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:

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

BOARD WILL TAKE A MOTION AND VOTE

Agenda Item 3.

Application Number: 25-144

Address: 625 Tombstone Canyon

Contributing/Non-Contributing: (NC) #293

Residential/Commercial: Residential

Property Owner/Representative: Doug Jones, Owner / Nolan Building Development LLC, Representative

Description of Work to be done: Accessibility (ADA) Improvements

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:

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

BOARD WILL TAKE A MOTION AND VOTE

Agenda Item 4.

Application Number: 25-145

Address: 301 Curve Street

Contributing/Non-Contributing: (NC) #542

Residential/Commercial: Residential

Property Owner/Representative: Amy & Rod Burkert, Owner

Description of Work to be done: Replacement Windows – Infinity from Marvin – Ultrex Fiberglass

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:

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

BOARD WILL TAKE A MOTION AND VOTE

Agenda Item 5.

Application Number: 25-148

Address: 118 Brewery Avenue

Contributing/Non-Contributing: (C) #112

Residential/Commercial: Residential

Property Owner/Representative: Inge Halliday, Owner

Description of Work to be done:

- Restoring existing siding
- Moving windows slightly
- Adding French Doors

****Note that Deck is not being considered at this time that is in the second phase****

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:

BOARD DISCUSSION: No public comments beyond this point.

BOARD WILL TAKE A MOTION AND VOTE

Agenda Item 6.

Approval of December 3, 2025, Design Review Board Meeting Minutes.

Agenda Item 7.

For the Boards Information- Warren Historic District.

(City Staff: Melissa Hartman, City Planner)

Agenda Item 8.

Discussion and Presentation on Ordinance O-25-06: Vacant Building and Property Regulations.

(City Staff: J. Emanuel Stuart, City Planner, Melissa Hartman, City Planner, Xavier Rodriguez, Building Inspector & Nina Williams, Deputy City Clerk)

STAFF COMMENTS (NO DISCUSSION) –

FOLLOWING APPLICATIONS WERE ADMINISTRATIVELY APPROVED

- DRB Application 25-131- 5A Moon Canyon – Mini Split
- DRB Application 25-132- 211 Ok Street – Retaining Wall
- DRB Application 25-133- 184 A Quality Hill – Electrical, Vent, Window, Door & Siding
- DRB Application 25-134- 734 D Tombstone Canyon (732F Tombstone Canyon) -Retaining Wall
- DRB Application 25-136- 121 Clawson Avenue – Install New 26GA Corrugated Metal Roof
- DRB Application 25-137- 306 Oak Avenue – Window Install
- DRB Application 25-138- 616 Tombstone Canyon – Reroof w/ conditions
- DRB Application 25-139- 131 Higgins Hill – Retaining Wall
- DRB Application 25-140- 517 A Mayor Avenue – Archway over existing Stairs and Railing
- DRB Application 25-141- 82 Main Street – Replace existing HVAC Rooftop Unit

- DRB Application 25-142- 6 Naco Road – HVAC Removal / Install
- DRB Application 25-146- 800 A Gentry – Auto Gate Back of Home
- DRB Application 25-147- 226 Tombstone Canyon – Retaining Wall Support Engineered

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:

Pursuant to A.R.S. § 38-431.02(H), The public will have physical access to Council Chambers 15 minutes before the meeting is scheduled to begin.

Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s).

Anyone needing special accommodation to attend this meeting should contact the City Clerk office at (520) 520-432-6000 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 118 Arizona Street, Bisbee.