

**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 Frank Davis **AT 5:30 PM.**

ROLL CALL

Board Members	Present	Absent	Excused
VACANT	---	---	---
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	---	X	---
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: 25-135

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: Karen Gaddy presented their application to the Board.

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

Mr. Mark Parsons spoke concerning the orientation of the building and expressed concern with the insurance issue and setbacks.

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

STAFF COMMENTS: Staff said the project was tricky.

BOARD DISCUSSION: The Board Discussed.

BOARD WILL TAKE A MOTION AND VOTE

MOTION: Mr. Gaffer moved to approve as submitted.

SECOND: Mr. Van Norman

MOTION PASSED: UNANIMOUSLY

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: Mr. Herod presented their application to the Board.

PUBLIC COMMENTS: NONE

STAFF COMMENTS: Staff said this font is not typical for signs in Old Bisbee.

BOARD DISCUSSION: The Board discussed.

BOARD WILL TAKE A MOTION AND VOTE

MOTION: Mr. Guy moved to approve as submitted.

SECOND: Mr. Gaffer

MOTION PASSED: UNANIMOUSLY

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: Mr. Nolan presented their 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 moved to approve as submitted.

SECOND: Mr. Davis

MOTION PASSED: UNANIMOUSLY

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: Ms. Burkert presented their application to the Board.

PUBLIC COMMENTS: None

STAFF COMMENTS: Staff said this would be a good upgrade.

BOARD DISCUSSION: The Board discussed.

BOARD WILL TAKE A MOTION AND VOTE

MOTION: Mr. Gaffer moved to approve as submitted.

SECOND: Ms. Rogge

MOTION PASSED: UNANIMOUSLY

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: Inge Halliday presented their application to the Board.

PUBLIC COMMENTS: NONE

STAFF COMMENTS: Staff remarked on the timeframe.

BOARD DISCUSSION: The Board discussed.

BOARD WILL TAKE A MOTION AND VOTE

MOTION: Mr. Guy moved to approve as submitted.

SECOND: Mr. Gaffer

MOTION PASSED: UNANIMOUSLY

Agenda Item 6.

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

MOTION: Mr. Davis

SECOND: Mr. Gaffer

MOTION PASSED: UNANIMOUSLY

Agenda Item 7.

For the Board's Information- Warren Historic District.

Melissa Hartman, City Planner gave a presentation on the details of the Warren Historic District.

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 discussed the Ordinance for clarification for the Board.

STAFF COMMENTS (NO DISCUSSION) – NONE

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: *NONE*

ADJOURNMENT: 6:21 PM By Mr. Davis.