

**MINUTES  
SPECIAL SESSION  
DESIGN REVIEW BOARD  
SEPTEMBER 9, 2025, AT 5:30PM  
CITY OF BISBEE COUNCIL CHAMBERS  
118 ARIZONA STREET, BISBEE, AZ 85603**

**THE MEETING CALLED TO ORDER BY Frank Davis AT 5:33PM.**

**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>		
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:** 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:** 25-90

**Address:** 934 Sims Road

**Contributing/Non-Contributing:** (C) #737

**Residential/Commercial:** Residential

**Property Owner/Representative:** Simon & Suzanne Crase, Owner / Amanda Reyna, Applicant

**Description of Work to be done:** Stairs to be replaced with concrete and green stained plaster to match house, handrail to remain like for like (wood material)

**APPLICATION:** Mr. Jon Sky 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. Gaffer moved to approve as submitted.

**SECOND:** DeKruyff

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 2.**

**Application Number:** 25-95

**Address:** 216 B Opera Drive

**Contributing/Non-Contributing:** (C) #435

**Residential/Commercial:** Residential

**Property Owner/Representative:** Maria Asaro, Owner

**Description of Work to be done:** Replacement of the covered deck ceiling and the installation of removable screen panels with two screen doors.

**APPLICATION:** *Mr. Rodriguez presented the application to the Board.*

**PUBLIC COMMENTS:** NONE

**STAFF COMMENTS:** Staff said it is straightforward.

**BOARD DISCUSSION:** *The Board discussed.*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Guy moved to approve as submitted.

**SECOND:** Mr. Van Norman

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 3.**

**Application Number:** 25-96

**Address:** 539 C Tombstone Canyon

**Contributing/Non-Contributing:** (NC) #281

**Residential/Commercial:** Residential

**Property Owner/Representative:** Leslie & Alan Michotte, Owner / Amanda Reyna, Applicant

**Description of Work to be done:** Removal of old siding – original tear drop siding

**APPLICATION:** *Mr. Jon Sky 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. Ward moved to approve the replacement of the one window as submitted.

**SECOND:** Mr. Guy

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 4.**

**Application Number:** 25-97

**Address:** 61 B Shearer Avenue

**Contributing/Non-Contributing:** (NC) #142

**Residential/Commercial:** Residential

**Property Owner/Representative:** Bruno Gordonne, Owner

**Description of Work to be done:** Assemble a prefabricated pergola kit in back yard of property.

Pergola will not be attached to the house.

**APPLICATION:** *Mr. Gordonne presented the application to the Board over the phone.*

**PUBLIC COMMENTS:** *Ben Lepley submitted a letter in support of the project.*

**STAFF COMMENTS:** NONE

**BOARD DISCUSSION:** *The Board discussed.*

**BOARD WILL TAKE A MOTION AND VOTE**

**MOTION:** Mr. Ward

**SECOND:** Mr. Van Norman

**MOTION PASSED: UNANIMOUSLY**

**Agenda Item 5.**

**Application Number:** 25-99

**Address:** 124 High Road

**Contributing/Non-Contributing:** (C) #1011

**Residential/Commercial:** Residential

**Property Owner/Representative:** Mark Clancy & Justine Mooney, owner

**Description of Work to be done:** Exterior updates to enhance both function and historic character. Covered front porch will be added; to include door, windows and roofing.

**APPLICATION:** Mr. Clancy 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. Gaffer

**SECOND:** Mr. Van Norman

**MOTION PASSED:** UNANIMOUSLY

**Agenda Item 6.**

Approval of August 6, 2025, Design Review Board Meeting Minutes.

**MOTION:** Mr. Davis

**SECOND:** Mr. Gaffer

**MOTION PASSED:** UNANIMOUSLY

**STAFF COMMENTS (NO DISCUSSION) –  
NONE**

**FOLLOWING APPLICATIONS WERE ADMINISTRATIVELY APPROVED**

- DRB Application 25-83: 428 A Tombstone Canyon -Railing / Siding
- DRB Application 25-85: 420 A Tombstone Canyon – Roof
- DRB Application 25-86: 38 Main Street – HVAC 2 each Mini Split Units
- DRB Application 25-87: 732 Tombstone Canyon – Accessory Structure (Lean To)
- DRB Application 25-88: 27 A Spring Canyon – Electrical Panel
- DRB Application 25-89: 77 Ok Street – Install a ½" conduit for circuit to carport / lighting to be recessed no fixture visibility
- DRB Application 25-91: 126 Tombstone Canyon – Stairs
- DRB Application 25-92: 21 Temby Avenue – New Construction adding 100sf shed to screen/ cover/water collection
- DRB Application 25-94: 49 Main Street- Business Sign
- DRB Application 25-98: 203 Tombstone Canyon – HVAC

**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.)

- Window types discussion – Vote to change documents and windows types. Issues with vinyl and aluminum windows.
- Discussion on how to incentivize applicants to follow protocol/process. For example, approve and permit before the job has been started.
- Review fire proof materials
- Clarity to approve setbacks. Planning and Zoning or DRB.

**ADJOURNMENT: 5:58PM**