



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, June 10, 2019 TIME: 7:00 pm

PLACE: **JEROME CIVIC CENTER**
600 Clark St., JEROME, ARIZONA 86331

AGENDA

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Design Review Board will attend either in person or by telephone, video or internet conferencing. The Design Review Board may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

ITEM 1: CALL TO ORDER/ROLL CALL

ITEM 2: APPROVAL OF MINUTES: Minutes of May 13, 2019.

Discussion/Possible Action/ Possible Direction to Staff

ITEM 3: PETITIONS FROM THE PUBLIC – Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Commission. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Commission's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIAISON

Discussion/Possible Direction to Staff

ITEM 5: REVIEW FOR POSSIBLE FINAL APPROVAL, 540 SCHOOL ST., PROPOSED NEW HANDRAIL FOR EXTERIOR FRONT STAIRCASE

APPLICANT: Ingrid Sarris

MAILING ADDRESS: PO Box 772 Jerome

ZONE: C-1

PROJECT ADDRESS: 540 School St.

APN: 401-06-093

OWNER OF RECORD: Sarris & Associates, LLC

A handrail for safety to be considered for approval.

Discussion/Possible Action/ Possible Direction to Staff

ITEM 6: P&Z LIAISON TO DESIGN REVIEW BOARD, ATTORNEY INPUT

P&Z was given direction in this regard from Council. Review of the item in P&Z prompted suggestion to consider input from DRB regarding possible action.

Discussion/Possible Action/Direction to Staff

ITEM 7: FUTURE AGENDA ITEMS

Discussion/Possible Direction to Staff

ITEM 8: ADJOURN

Discussion/Possible Action

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on 6/9/2019

970 Gulch Road, side of Gulch Fire station, exterior posting case

600 Clark Street, Jerome Town Hall, exterior posting case

120 Main Street, Jerome Post Office, interior posting case

Charlotte Page, Zoning Administrator, Attest

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the Deputy Town Clerk Joni Savage at (928) 637-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a DRB agenda item may call Jerome Town Hall at (928) 634-7943 and ask to speak with Charlotte Page, Zoning Administrator.



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DESIGN REVIEW BOARD

DATE: Monday, May 13, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

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MINUTES

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ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 7:02 p.m.

Charlotte Page called roll. Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.

Staff present Charlotte Page, Zoning Administrator and Joni Savage, Deputy Clerk.

7:02 (02:49) ITEM 2: APPROVAL OF MINUTES: Minutes of April 8, 2019.

Motion to Approve the Meeting Minutes of April 8, 2019

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

7:03 (04:20) ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

7:03 (04:30) ITEM 4: REPORT OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Commissioner Vincent updated the Design Review Board on events that occurred at the Planning and Zoning Meeting of May 1, 2019.

7:14 (14:49) ITEM 5: REVIEW FOR POSSIBLE FINAL APPROVAL, 221 DUNDEE AVE, PROPOSED NEW RESIDENCE IN R1-5 ZONE

APPLICANT: Lee Christensen for Scott & Wendy Prior

MAILING ADDRESS: 3694 Via Bernado, Oceanside, CA 92056

ZONE: R1-5

PROJECT ADDRESS: 221 Dundee Ave., Jerome

APN: 401-11-019S

OWNER OF RECORD: Prior Fam 2008 Revocable Trust & Prior Scott William & Wendy Lynne Ttees.

A new home is planned for the site.

7:14 (15:17) Mr. Christensen addressed questions from the Board.

Mr. Vincent asked if there was a grading and drainage plan.

7:15 (16:29) Mr. Christensen explained that on the west end of the house there is a series of stepped planters and on the east side the driveway will create a slope. He believes they will be creating a slower runoff.

7:22 (22:10) Mr. Christensen explained the elevation and midpoint. He directed them to the site plan to see those measurements. He is using the information given to him by a licensed surveyor.

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Motion to Approve the Plan as Presented for Final Approval

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT			X			

Mr. McDonald mentioned the house is looming over the neighboring house.

Chair Wood added that is not our bailiwick and the house does meet the setbacks.

7:29 (29:56) Mr. Christensen spoke again about the home.

Chair Wood called the question and the motion passed unanimously. He confirmed Mr. Christensen had been on the Design Review Board for 20 years.

7:31 (31:55) Mr. Christensen said he believed that there had been a liaison between the boards, when he served.

7:32 (33:06) ITEM 6: SIGNS FOR PARKING LOT, 200 HILL ST, GRAND HOTEL

APPLICANT: Larry A. Altherr

MAILING ADDRESS: PO Box H, Jerome

ZONE: R1-5 Parking lot C-1 Hotel

PROJECT ADDRESS: 200 Hill St., Jerome

APN: 401-07-166L

OWNER OF RECORD: Larry A. Altherr

Signs reserving parking for guests of hotel and restaurant for review.

7:33 (33:26) Larry Altherr spoke about the signs already in place. He didn't know that parking signs needed to go before the board.

Motion to Approve the Signs as Presented

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD		X	X			
VINCENT	X		X			

7:35 (36:40) ITEM 7: NEW ROOF, CHANGE OF MATERIALS 110 JUAREZ ST.

APPLICANT: Ann Rees

MAILING ADDRESS: PO Box 764, Jerome

ZONE: AR

PROJECT ADDRESS: 110 Juarez St., Jerome

APN: 401-07-185D

OWNER OF RECORD: Ann & Elizabeth Rees

Metal roof to replace shingle roof for review.

7:36 (37:20) Ann Rees spoke about the cost of the new roof.

Motion to Approve the Metal Roof, Color and Style Presented

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

Motion to Move Item 10 Forward

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD		X	X			
VINCENT			X			

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7:52 (53:05) ITEM 8: SIGN REVIEW, 403 CLARK ST. B-7, SMOKIN' JEROME'S

APPLICANT: Aeron Bailey

MAILING ADDRESS: PO Box 425, Jerome

PROJECT ADDRESS: 403 Clark St., #B-7

OWNER OF RECORD: 1299 Properties

Review Sign for permanent display.

ZONE: C-1

APN: 401-06-152H

Motion to Approve the Second Sign at 403 Clark Street

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD			X			
VINCENT	X		X			

7:55 (56:42) ITEM 9: SECTION 509 – SIGNS - REVIEW

Draft of DRB prior recommendations for changes to Zoning Ordinance, Article V, Section 509 SIGNS.

The Board discussed the proposed changes. Direction to staff to pass the changes on to Planning and Zoning.

7:38 (39:25) ITEM 10: ELIMINATE P&Z LIAISON TO DESIGN REVIEW BOARD

P&Z was given direction in this regard from Council. Review of the item in P&Z prompted suggestion to consider input from DRB regarding possible action.

Chair Wood wants to get input from the attorney prior to making a decision.

Mr. Vincent explained thoroughly why he believes the liaison is an important position.

Mr. Tyler Christensen wondered how long there had been a liaison; and if there are any items personally brought to the board, what would happen. (It was explained the member would recuse themselves.)

7:46 (47:00) Mr. Christensen spoke about past liaisons.

Chair Wood Made a Motion to Table and Get Attorney Input, It Was Not Seconded

Motion to Continue on With the Liaison Position Left Unchanged

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT						X

Chair Wood gave direction to staff to find out from the attorney.

7:51 (51:56) Mr. Lee Christensen said he was Chair of both boards from 1979 to 1989. Someone said they thought he had too much power, so he resigned from P & Z and stayed on the Design Review Board for ten more years.

8:17 (1:17:45) ITEM 11: APPLICATIONS FOR DRB, ONE PAGE PAINT, SIMPLE PROJECTS AND REVISED APPLICATION FOR LARGER PROJECT

Review of administrative changes for forms used by DRB for possible input of Board.

All members were in approval with the application changes made.

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8:19 (1:19:22) ITEM 12: PAINT COLORS SUBMISSION, 819 HAMPSHIRE W/NEW PAINT APPLICATION

APPLICANT: Spring Peterson, represented by Zoning Administrator

MAILING ADDRESS: PO Box 6, Jerome

ZONE: R1-5

PROJECT ADDRESS: 819 Hampshire

APN: 401-07-126

OWNER OF RECORD: Andrew & Spring Peterson

Paint Colors for review.

Motion to Approve the Color Submission at 819 Hampshire Avenue

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD			X			
VINCENT			X			

8:20 (1:21:25) ITEM 13: FUTURE AGENDA ITEMS

Chair Wood would like to talk about district signs and duplication at the next meeting.

ITEM 14: ADJOURN

Adjourned at 8:23

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD						
SMITH		X				
CHRISTENSEN						
MCDONALD						
VINCENT	X					

Approval on next page.

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MINUTES

Respectfully submitted by Joni Savage on June 11, 2019.

Approved: _____ Date: _____
Design Review Board Chair

Attest: _____ Date: _____
Design Review Board Vice Chair

DRAFT MINUTES



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ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

June 10, 2019

ITEM 5: REVIEW FOR POSSIBLE FINAL APPROVAL, 540 SCHOOL ST., PROPOSED NEW HANDRAIL FOR EXTERIOR FRONT STAIRCASE

APPLICANT: Ingrid Sarris

APN: 401-06-093

A handrail is proposed for the front brick stairway, where none has been in the past. It will be metal.

The design is simple the color is bronze. This is planned for safety and will match other handrails on the property.



Charlotte Page, Zoning Administrator



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center
600 Clark Street
P.O. Box 335, Jerome, AZ 86331
(928) 634-7943 FAX (928) 634-0715

APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: SARRIS & ASSOCIATES, LLC

MAILING ADDRESS: P.O. Box 772, JEROME

TELEPHONE: 928-266-5701 EMAIL: INGRIDSARRIS@MSN.COM

PROJECT ADDRESS: 541 MAIN ST, JEROME 540 School Per Yavapai City/city

PARCEL NUMBER: _____ ZONE DISTRICT: _____

APPLICATION FOR (Please describe the project): INSTALLATION OF HANDRAIL ON FRONT

STEPS, MATERIAL: METAL, COLOR: DARK BRONZE HAMMERED (MATCHING RAILS IN
BACK OF PROPERTY)

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: [Signature] FOR SARRIS & ASSOC. LLC DATE: 5/22/2019

TOWN USE BELOW

RECEIVED FROM: Ingrid Sarris DATE: 5/23/19

Received the sum of \$ 50.00 as: ☒ Check No. 1100 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY: Rosa Cays

FOR: Charlotte Page

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary items.

- _____ Plot plan or site layout drawn to scale - GIS MAP OF Area
- _____ ~~Elevations drawn to scale~~
- _____ Photos of site
- _____ Photos of adjoining properties
- _____ Material samples
- _____ Color samples
- _____ Additional information requested by Zoning Administrator
- _____ Additional information requested by Design Review Board

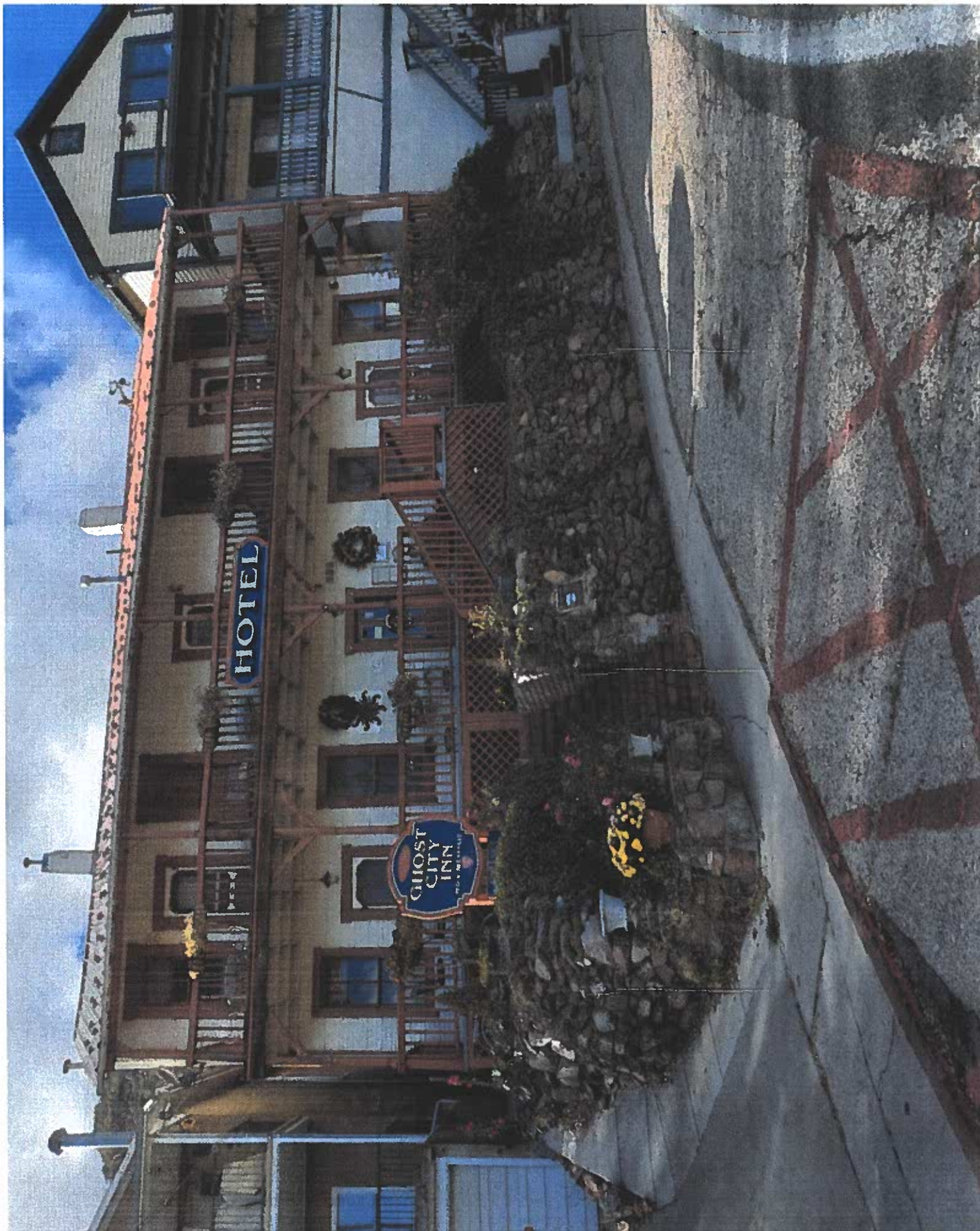
SIGNS – Please review ZONING ORDINANCE, SECTIONS §303, §304.F.4, and §509.

- _____ Eight (8) copies drawn to scale, one (1) or more sheets of paper no larger than twenty-four (24) inches by thirty-six (36) inches
- _____ Dimensions
- _____ Materials
- _____ Colors
- _____ Lettering
- _____ Structure
- _____ Lighting of sign
- _____ Drawing or photo of building façade indicating proposed location of sign
- _____ Drawing or photo indicating all other existing signage

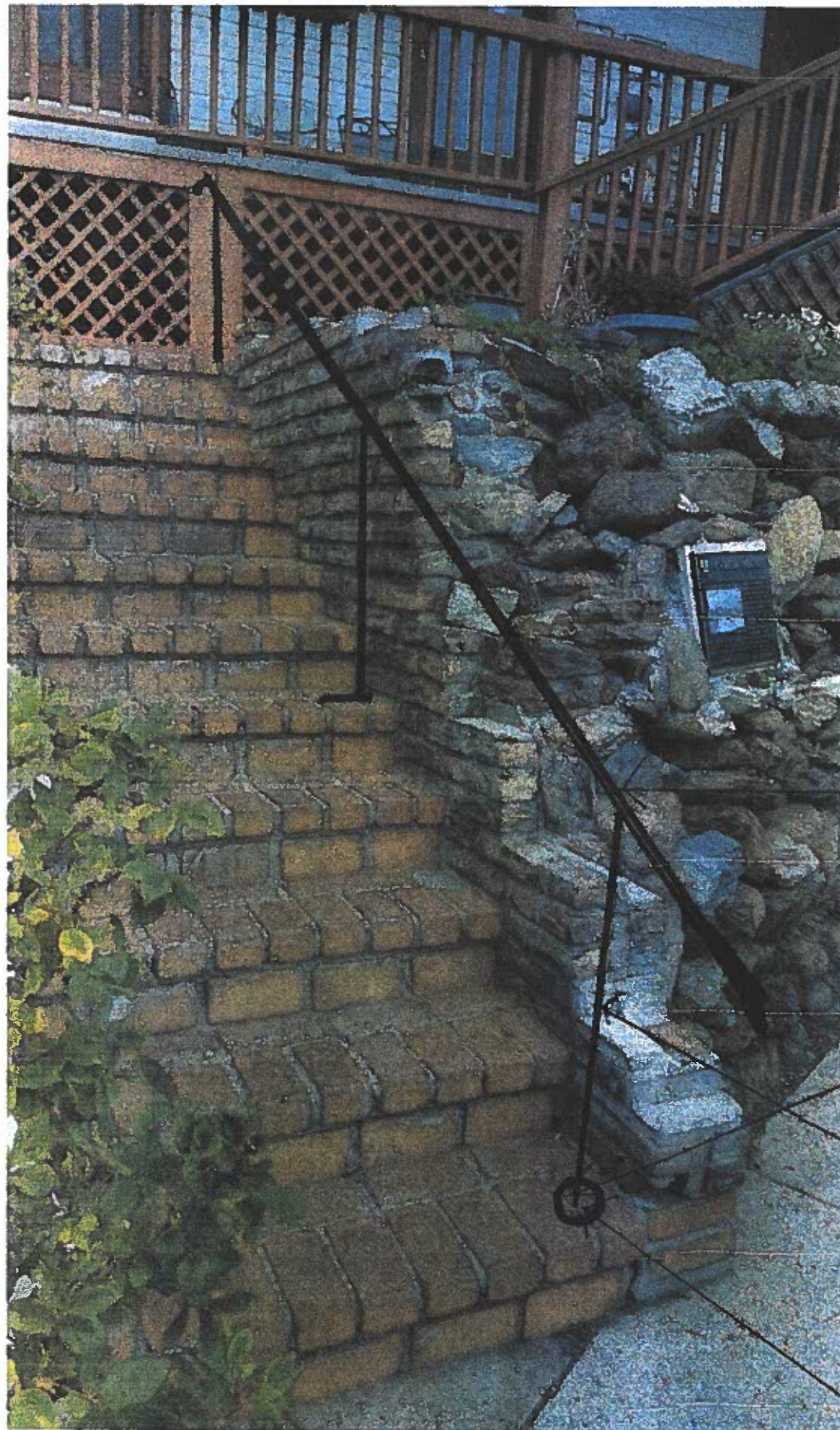
DEMOLITION – Please review ZONING ORDINANCE, SECTIONS §304.D.2 and §304.F.3.

- _____ Plot plan or site layout
- _____ Legible photos showing all sides of the building or structure to be demolished
- _____ Legible photos showing adjoining properties
- _____ Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.



HANDRAIL



BALUSTER 3 @ 36"
RAIL 13' LONG
2.5" WIDE

MIN: 3 1/2" EMBEDDED
ANCHOR AND
LAG BOLTS.

4 1/2" BALUSTER
SUPPORT







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ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

June 10, 2019

ITEM 6: ELIMINATE P&Z LIAISON TO DESIGN REVIEW BOARD

P&Z was given direction in this regard from Council. Review of the item in P&Z prompted suggestion to consider input from DRB regarding possible action.

At the May DRB meeting staff was instructed to get a legal opinion if there is any reason legally to eliminate or retain this liaison position. The Town Attorney reviewed the matter, he asked if there are any actions of either body subject to review by the other. He was informed there are not, then he replied there is no legal reason why a person could not serve on both the P&Z Commission and the Design Review Board.

Charlotte Page, Zoning Administrator

SECTION 106. DESIGN REVIEW BOARD

A. PURPOSE

The purpose of the Design Review Board is to review the exterior design of new buildings and structures, the alteration of buildings and structures, landscaping plans, signs, and proposed demolition of structures, within the Historic Overlay District, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historic character of the Town of Jerome.

B. COMPOSITION; TERMS OF MEMBERS; VACANCIES; COMPENSATION OF MEMBERS

The Design Review Board of the Town of Jerome shall be composed of five (5) members. The membership shall consist of a Town Planning and Zoning Commission member and four (4) residents of Jerome, who shall be persons qualified by design background, training or experience, to be appointed by the Town Council. The member of the Planning and Zoning Commission shall be designated annually by the Commission, and may not serve as Chair of the Design Review Board concurrently with serving as Chair of the Planning and Zoning Commission. In the event of a vacancy in the seat held by the member of the Planning and Zoning Commission, the Commission shall appoint another member to serve on the Design Review Board for the remainder of that year. The four (4) public members shall serve for a term of three (3) years. Members may, after a public meeting, be removed by the Council for inefficiency, neglect of duty, or unethical conduct in office. A Board member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th shall be deemed to have vacated his or her appointment without further action being taken by the Board or Council. In the event of death or resignation, or removal from the Board, the vacancy shall be filled by the Council for the unexpired term. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Board and approval of such expenditures by the Town Council.

[Ord. No. 313; Ord. No. 378; Ord. No. 410; Ord. No. 445]