



# 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, May 14, 2018 TIME: 7:00 pm

PLACE: **JEROME CIVIC CENTER**

600 Clark St., JEROME, ARIZONA 86331

## MINUTES

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

Chair Brice Wood called the meeting to order at 7:07 P.M.

Mr. Dabney called roll. Present were Chair Brice Wood, Vice Chair Mike Parry and Danny Smith.

Staff present were Kyle Dabney, Zoning Administrator, Charlotte Page, Interim Zoning Administrator and Joni Savage, Deputy Clerk/Minute Taker.

### ITEM 2: APPROVAL OF MINUTES: Minutes of April 9, 2018

Chair Wood asked if everyone had read the minutes and it was confirmed that they had.

**Mike Parry made the motion to approve the minutes of April 9, 2018 and was seconded by Danny Smith. The minutes were unanimously approved.**

### ITEM 3: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

### ITEM 4: EXTENSION ON A PREVIOUSLY APPROVED DESIGN FOR A NEW HOME

APPLICANT: JERRY PATE

CONSTRUCTED: N/A

ADDRESS: 160 NORTH DR

ZONE: R1-5

OWNER OF RECORD: ABOVE

APN: 401-11-012H

The applicant is seeking approval for an extension on a previously approved plan.

Mr. Dabney said no representative was present, he is asking for a six-month extension because of difficulty in finding a contractor.

Chair Wood asked did the house get moved closer to the road.

Mr. Dabney said no, they decided not to raise the height. They have gone back to the original submittal.

Vice Chair Parry said he thinks it is taking him longer with paperwork, architecture and engineering.

Chair Wood added it is a difficult site and a challenging concept.

Vice Chair Parry added a very intricate house.

Mr. Smith added and right now with all the building in Prescott Valley they have stolen all the workers from around here.

**Chair Wood moved to approve the extension and was seconded by Vice Chair Parry. The motion passed unanimously.**

# TOWN OF JEROME

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

Chair Wood said he doesn't like to waste electricity.

Vice Chair Parry asked if other municipalities did that, he thinks it is a great idea.

Mr. Dabney said not arguing your point, but if you're going to do it for those lights, you would have to do it for all businesses.

Vice Chair Parry named some of the businesses that were lit up all night and how bright that they were.

The Board discussed this further.

Ms. Mound suggested requiring the businesses to shut off the lights when they are closed.

Vice Chair Parry asked if that would include the hotel. He asked if we could add verbiage like that.

Mr. Smith said it would be difficult to do all lights.

Mr. Dabney asked for further clarification.

Vice Chair Parry suggested shutting off lights an hour after businesses were closed, excluding any safety lights.

Vice Chair Parry directed staff to correct verbiage and take it to P&Z.

Mr. Dabney said you're just making a recommendation it will go back to P & Z.

Chair Wood talked about Flagstaff having a dark sky ordinance, he's thought about it and he doesn't want to mess with that. He doesn't think we have a problem with it, he doesn't want to change the historic fabric.

Ms. Margie Hardie, a resident, said in the Town code there is something regarding lighting. It talks about the direction and how strong it is, but she can't remember it all.

Chair Wood thinks it is something to do with signs that would distract traffic. In Flagstaff it had to do with flood lights in huge spaces that were interrupting the astronomers. So, we'll direct staff, he made a motion to incorporate new language into the ordinance requiring people turn their lights off after business hours. He asked for a second.

Vice Chair Parry said it is just direction to staff. When we get it back then we would make the motion.

Mr. Wood dropped his motion and moved on.

## ITEM 7: PROPOSAL FOR AN ADDITION TO AN EXISTING GARAGE

APPLICANT: KELLEY FOY

CONSTRUCTED: EST. 1965

ADDRESS: 121 THIRD ST.

ZONE: R1-5

OWNER OF RECORD: ABOVE

APN: 401-08-040

The applicant is seeking approval for an addition to the top of an existing garage

Chair Wood said, "A couple of things, this is a pretty big project, when I looked at the packet it should start with a demolition permit. To my eye this is a demolition. I will bow to our legal counsel if that is indeed what they think, but I don't think that. I feel it's a little bit odd. I think there is a step we're not taking that is in the ordinance, that we should be taking." He asked Ms. Foy to approach the dais.

Chair Wood asked her about the survey. "I see you got a surveyor to do this work."

Ms. Foy responded yes.

Chair Wood pointed out Center Street running North – South.

Ms. Foy responded yes. "It shows that as the Northern elevation."

Chair Wood said, "And that really is the East elevation."

Ms. Foy responded, "It is corrected in this, but also if you actually put a compass, the corner of my house is North.

This is actually going in this direction toward North. I'm following into what the surveyor says and that's what I follow."

Chair Wood said, "The surveyor says Center Street runs North – South."

Ms. Foy responded, "Yeah, right."

Chair Wood said, "It runs to almost exactly North-South. Go out and look at Polaris some night, from the end of the street."

# TOWN OF JEROME

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

Ms. Foy responded, "Okay, is this in the purview of Design Review, because that's actually not."

Chair Wood retorted, "I am trying to understand the plans that have been submitted to me and I have these questions, where are these windows on this floor plan, which would actually be to the west. And if it was accurate it would have six windows."

Ms. Foy responded yes.

Chair Wood said, "When we build stairs there is a range of dimensions you can use for treads and risers. If this is a quarter inch scale, (he measured the drawing) these are 14" risers, is that what you want."

Ms. Foy responded, "No, they will be standard. It is my understanding that when you build something you actually have to go in and do site measurements anyway, and it has to be accurate. If that's too high, this is not final."

Chair Wood said, "I think what's going to happen is it will get much longer with a standard riser and will be two or three more steps and it will come out further. I am concerned about the railing, why does it start at the floor, the railing is actually only..."

Mr. Dabney said, "If I might call a point of order. Planning and Zoning will review this on engineering drawings, we need to be looking at design."

Chair Wood said, "I'm looking at the visual, Kyle."

Vice Chair Parry (referring to the drawings) "Those aren't correct."

Chair Wood said, "They're so far from correct."

Vice Chair Parry continued, "Her stairs and her railing are off, it's a glitch in the computer."

Chair Wood said, "I would like to table this and give you a chance to correct these drawings and come back with something that."

Vice Chair Parry said, "These are just preliminary, she can't get a permit off of this."

Chair Wood stated, "We need to know what we're doing and I need to see an accurate set of plans that at least have the direction right. And show accurately where the windows are."

Ms. Mound said she agrees with him that we need more accuracy. "What I and the neighborhood experienced was plans being approved next door to my house and there was way too much grey area. I heard the owner say, "We can do whatever we want."

Ms. Foy asked, "Who said we can do whatever we want?"

Ms. Mound said, "Gretchen Grosetta on her project, not yours."

Ms. Foy replied, "I'm not Gretchen."

Ms. Mound said, "I'm just saying we have dealt with this, things being approved that aren't specific."

Ms. Foy responded, "What's specific is the foot print and that has not changed. This meeting Chair Wood, is about design and whether or not it fits proportions and that it is compatible with the Town."

Vice Chair Parry said, "I have to agree, this is just preliminary."

Mr. Smith explained, "This is why I joined this Board, because I've been on this side. First it is a pain in the butt to come before this board and ask to do something to your property that you pay the taxes on, you make the payments on and somebody else is going to tell you they don't like off white paint. My project, when we did the apartment, I went through something kind of similar with the Design Review Board. Calling for architectural plans wanting them exactly. This is Design and Review, if we can get a good picture. We have the general idea of what she wants to do. Steps are between her and the building inspector and Planning and Zoning. It's not fair to the property owner. I believe if it is in the code, and it is legal for her to do something with her property, and it fits in the neighborhood then that's her business too, I can't say no. I don't think we need to worry if it's northwest or southeast, as long as we get a general idea of Design and Review, we'll let Planning and Zoning worry about the specifics."

Chair Wood said, "I don't want to insult anyone, however this is not the Design and Review Board."

Vice Chair Parry asked, "It isn't. What is it?"

# TOWN OF JEROME

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

Chair Wood continued, "In this drawing particularly, would seem to be the one that sums it all up. If we look at the surveyor's drawing, we see that."

Ms. Foy said, "Please don't draw on the survey."

Chair Wood said he wasn't, there are a bunch of them.

Ms. Foy apologized.

Chair Wood drew and stated, "That's the width of this. That's how much of the façade of the main building and it would be all the way over here."

Ms. Foy said, "Everything you're talking about are Planning and Zoning decisions and they are not Design Review decisions. What you're discussing here is the visual and the aesthetic of the building if you read your own instruction it's about aesthetic, proportion and compatibility to the neighborhood and they are not a part of this meeting."

Chair Wood asked, "What do I have to work with Kelly?"

Ms. Foy responded, "You have a photograph and you have a drawing."

Chair Wood said, "This is not enough for me because I don't trust the drawing."

Ms. Foy interjected, "This is Design Review, I've been through this process before and it's never been this rigorous."

Vice Chair Parry stated again, "This is preliminary, she's going to come back with drawings and plans."

Chair Wood said, "I still can't go for it." He called on Ms. Mound.

Ms. Mound said, "I've had two conversations today with two separate neighbors. One lives out of town and two of them are older and they did not know about this project. The owner that lives right next door did not even know about this and she is the closest property to this. Her wall, if this garage is built, it will tower over the neighbor's property and will be literally within a foot of her property. I think it behooves all of us to inform the neighbors, I know you said it wasn't required because it was just a remodel. This is a big remodel and it is changing the proportion of the building."

Ms. Foy asked, "Are you talking to me directly, are you asking me?"

Ms. Mound continued, "I think it would be nice if the neighbors were included."

Vice Chair Parry said, "I think this is getting out of hand."

Ms. Foy said, "Suzy you just remodeled your house twice and I wasn't called about a meeting."

Ms. Mound said it was a new roof.

Ms. Foy said, "You got a new roof and it does impact the neighborhood and I wasn't informed about it. This has been on the agenda for four months."

Ms. Mound responded, "Well I've been busy for four months."

Ms. Foy said, "It's been posted, the whole Town new about it."

Ms. Mound continued and said, "A phone call to Diane Freer, whose property is one foot away would have been appreciated."

Ms. Foy said, "Diane Freer has been out of Town for ten years."

Tony Schadegg, a Jerome home owner asked, "So could I stop this, because this is totally out of order."

Vice Chair Parry said again to Chair Wood, "Could you stop this, it's out of control."

Chair Wood hit the gavel and called for order.

Ms. Mound and Ms. Foy continued to argue.

Vice Chair Parry said they need to be here in person. Chair Wood said all of our applicants need to show up.

Chair Wood then asked Ms. Mound to recite the remarks you have heard. This is input from the neighbors.

Ms. Foy asked for a point of order.

Chair Wood replied, "This is part of what we do."

Ms. Foy stated, "They're not here, Brice. They didn't show up."

Ms. Mound said, "Well now they're my questions because I agreed with them. Is there going to be a kiln in this

# 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, May 14, 2018 TIME: 7:00 pm

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

## MINUTES

*Respectfully submitted by Joni Savage on July 9, 2018.*

Approved: Brian Wood Date: 7-9-18  
Design Review Board Chair

Attest: [Signature] Date: 7-9-18  
Design Review Board Vice Chair