



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943
www.jerome.az.gov

AGENDA

REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF JEROME

600 CLARK STREET

600 CLARK STREET, JEROME, ARIZONA

TUESDAY, OCTOBER 28, 2025, AT 6:00 PM

Due to the length of this meeting, Council may recess and reconvene at the time and date announced.

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Kristen Muenz, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

1. CALL TO ORDER

2. **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 Council. 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 Council'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.

3. APPROVAL OF MINUTES

- A. Minutes of the regular meeting of 9.23.2025

4. CONTINUED ITEMS/OLD BUSINESS

5. NEW BUSINESS

- A. New Solar Installation for 643 Verde Ave.

6. MEETING UPDATES

- A. The ZA will provide information and updates regarding current and future issues.

7. FUTURE DRB AGENDA ITEMS

8. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on _____ in accordance with the statement filed by the Jerome Town Council with the

Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600 Clark Street, Jerome Town Hall, exterior posting case; (3) 120 Main Street, Jerome Post office, interior posting case.

Kristen Muenz, Deputy Town Clerk

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TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
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Item A.

MINUTES

REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF JEROME 600 CLARK STREET 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, SEPTEMBER 23, 2025, AT 6:00 PM

Due to the length of this meeting, Council may recess and reconvene at the time and date announced.

6:00PM (0:19) 1. CALL TO ORDER / ROLL CALL

Present were Chair Tyler Christensen, Vice Chair Devon Kunde and Board member Scott Staab. Board member Mark Krmpotich was absent.

Staff present included Zoning Administrator Will Blodgett, Administrative Specialist Michele Sharif.

6:00PM (0:33) 2. APPROVAL OF MINUTES

A. The board will vote on approval of the minutes of the regular meeting from 8/26/2025

Chair Christensen introduced the minutes. He questioned if the minutes should be tabled since he was absent from that meeting.

Ms. Sharif confirmed that board members can vote on minutes, even for meetings they were absent for.

Mr. Christensen made the motion to approve the minutes as presented.

Mr. Staab seconded the motion.

Mr. Christensen called the question and the meeting minutes from the August 26, 2025, Regular Design Review Board meeting were approved.

Motion to approve the minutes from the regular meeting of August 26, 2025

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
KUNDE			X			
KRMPOTICH					X	
STAAB		X	X			

6:01PM (1:39) 3. NEW BUSINESS

A. Exterior alterations to the Cuban Queen. The applicant is requesting permission to install corrugated metal at the rear top floor exterior only.

Mr. Christensen introduced the item noting that some information was missing.

Mr. Blodgett apologized for some of the header information missing from the agenda item description. He gave an introduction and background for the project at the Cuban Queen located at 324 Queen St. He reviewed the material to be used on the rear exterior of the building. He shared some of information regarding the difficulty of using scaffolding for any future maintenance.

The applicant, Windy Jones, confirmed there will be a fire escape with stairs and a railing which will make the use of scaffolding on that side of the building extremely difficult, adding that was not something the original contractor had considered. She said they are taking advice from professionals and considering doing something that will be long-lasting, and that part of the building is only visible from a very far distance if you're down at the State Park. Ms. Jones shared that the material will not be shiny or reflective and will naturally be patinaed within 4 months.

Mr. Christensen noted that there are other buildings in the same neighborhood using the same material proposed for this project.

Mr. Blodgett added that this project does not qualify for SOI (Secretary of the Interior) Standards, but due to efforts and attention to detail it almost accidentally adhered to all of the practices and principles of an SOI reconstruction.

Mr. Christensen said it seems straightforward. He said it seems they've chosen something that is cost effective and easier to preserve. He asked if there were any other questions.

Ms. Kunde remarked that she wasn't sure where the building was located.

The building location was described and pulled up on a map on the TV in the room.

Mr. Christensen remarked seeing the original building and this one now, is really cool to see the difference.

There was conversation about the building, its location and regarding a book called The Keeper Queen.

Mr. Christensen made the motion to approve item 3A as presented.

Ms. Kunde seconded the motion.

Mr. Christensen called the question, and the Cuban Queen exterior alterations were approved as presented.

Motion to approve as presented.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
KUNDE		X	X			
KRMPOTICH					X	
STAAB			X			

6:08PM (8:49) 4. MEETING UPDATES

A. The Town's HPO will update the board to current events, locally, statewide and nationally.

Mr. Blodgett informed the board that as the Historic Preservation Officer he was going to start updating them periodically. He said that while August was a busy month, many upcoming changes affecting neighboring communities will not impact their town since it is entirely a Historic District. He explained that other towns with only partial historic districts must follow dual processes, but due to recent EPA clarification, their town can continue without being affected by the State of Arizona's proposed administrative changes. He then updated that grants are being pursued for the Hotel Jerome, including a \$1 million multipurpose grant that would make significant progress on the project, though additional funding will still be required. Limited support is expected from the State Historic Preservation Office, meaning Jerome will likely continue independently, as it has in the past. He then reminded members to stay neutral in their decisions, remain aware of personal biases, and avoid letting emotions or politics interfere, since their rulings impact both property rights and the town's long-term preservation.

6:13PM (13:38) 5. FUTURE DRB AGENDA ITEMS

Mr. Blodgett shared that Mr. Jurisin will be back before the Board for the remainder of the Haskins/Haunted Hamburger remodel. He shared that he has also reminded Mr. Jurisin that the gargoyles installed by the contractor will also need to come before the board or they will be asked to remove them for the time being.

6:14PPM (14:21) 6. ADJOURNMENT –

Mr. Christensen introduced adjournment.

Mr. Staab made the motion to adjourn the meeting.

Mr. Christensen seconded the motion. He then called the question and the meeting adjourned at 6:14 p.m.

Motion to adjourn at 6:14p.m.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN		X	X			
KUNDE			X			
KRMPOTICH					X	
STAAB	X		X			

Approved: _____ Date: _____

Tyler Christensen, Design Review Board Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
(928) 634-7943

Zoning Administrator Analysis Design Review Board Tuesday, October 28, 2025

Item :

Location: 643 Verde Ave
Applicant/Owner: Holthausen Carl F & Gail Barnes RS
Zone: R1-5
APN: 401-07-146B
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Approval

Project Background and Summary: The applicant is requesting approvals for Installation of a photovoltaic (Solar) system on the house at 643 Verde Avenue, by "Verde Colar Power" out of Cottonwood.

Building Background and History: The Jerome 2007 Historic Building Inventory records this home as constructed in 1900 and contributing to the National Historic Landmark status. The records from this survey are included in the analysis.

Property Standards: The purpose of design review is to enable the Design Review Board to review the exterior design of proposed new buildings and structures, proposed alterations of buildings and structures, proposed signs, and proposed demolition of structures within the Historic Overlay District. Section 304.B.2 requires exterior modifications to a building or structure to undergo review by the Design Review Board.

In 2015 the Town of Jerome adopted a set of Solar Energy System Design Guidelines that mirror the best practices established by the Secretary of the Interior's Standards. To this point there are two (2) primary design considerations,

- 1- (Standard 2) *"The Historic Character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property should be avoided."*
- 2- (Standard 9) *"New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and be compatible with massing, size, scale and architectural features to protect the Historic integrity of the property and its environment."*

Review Criteria: Section 304.H.2 lists the review criteria for alterations, additions, or reconstructions to existing buildings or structures. Subsection b, "Roofs" states that; *"Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material."*

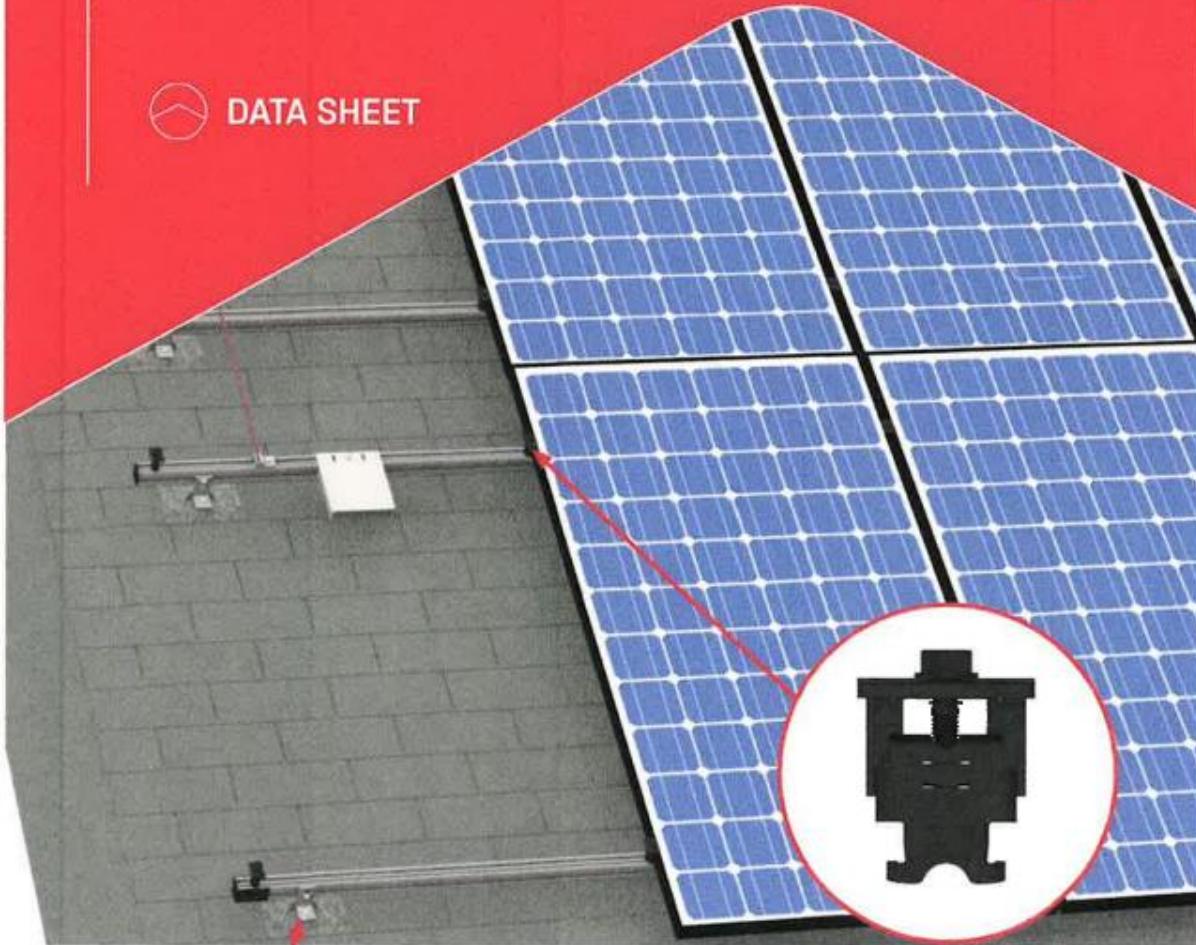
Response: The proposed project adheres to all of the best industry practices available for this type of installation. The project will not require the removal of any historic defining features of the home.



CrossRail System



DATA SHEET



In-Rail Wire Management

- / 4 open channel rail types available
- / Clamps and wire management clips help secure cables
- / 4 clip types available

K2 Flash Comp Kit Waterproofing

- / Water Shield redirects water away from penetration
- / K2 EverSeal preassembled on L-Foot
- / EPDM backed sealing washing on lag screw

PRODUCT FEATURES



- / High quality, German-engineered system for residential and commercial installations
- / 4 rail sizes available to suit all structural conditions
- / Universal components for all rail types
- / Use 2 innovative components to turn this system into Tilt Up or Simple Tilt
- / Roof attachments for all roof types
- / 100% code compliant, structural validation for all solar states
- / Fast installation with minimal component count result in low total installed cost

TECHNICAL DATA

	CrossRail System
Roof Type	Composition shingle, tile, standing seam, corrugated metal, trapezoidal metal
Material	High corrosion resistance stainless steel and high grade aluminum
Flexibility	Modular construction, suitable for any system size, height adjustable
PV Modules	For all common module types
Module Orientation	Portrait and landscape
Roof Connection	Rafter or deck connection depending on selected roof attachment
Structural Validity	IBC compliant, stamped engineering letters available for all solar states
Certifications	UL 2703, ASCE 7-16, Class A Fire Rating
Warranty	25 years

Application & Related Information



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

Town Use

General Land Use Application – Check all that apply

- | | | |
|--|--|---|
| ☒ Site Plan Review \$300 | ☐ Design Review \$25 to \$500 | ☐ Conditional Use Permit (CUP) \$500 |
| ☐ Demolition \$50/\$200 | ☐ Signage/Awning \$50 | ☐ Paint/Roofing \$25 |
| ☐ Time Extension \$200 | ☒ Other: solar | ☐ Other: _____ |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant: Verde Solar Power	Owner: Charlie Holthausen
Applicant mailing address:	Property owner mailing address:
2825 E Route 89a Cottonwood Az 86326	643 Verde Ave, Jerome, AZ 86331
Applicant role/title:	
Applicant phone: 928-284-0884	Owner phone: (970) 846-4671
Applicant email: permits@verdesolarpower.com	Owner email: Captaincarburetor@gmail.com
Project address: 643 Verde Ave Jerome 86331	Parcel number: 401-07-146B
Describe project: roof top PV install	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature:  Date: 10/24/25

Property Owner Signature: _____ Date: _____

For Town Use Only

Received from: _____ Date: _____

Received the sum of \$ _____ as: ☐ Check No. _____ ☐ Cash ☐ Credit Card

By: _____ For: _____

Tentative Meeting Date/s - DRB: _____ P&Z: _____

JEROME
ARIZONA

2007 Town of Jerome Arizona
HISTORIC PROPERTIES SUMMARY SURVEY

PROPERTY IDENTIFICATION

For properties identified through survey: Site No. **103** Survey Area Jerome Subdivision

Historic Name(s)

(Enter the name(s). If any, that best reflects the property's historic importance.)

Address **643 Verde Ave**

City or ☒ Town **Jerome** ☐ vicinity County **Yavapai** Tax Parcel No. **401-07-146B**

Township **16** Range **2E** Section **23** Quarters Acreage **0.06**

Block Lot(s) Plat (Addition) Year of plat (addition)

UTM reference: Zone Easting Northing

USGS 7.5' quadrangle map:

ARCHITECT

☐ not determined ☐ known Source

BUILDER

☐ not determined ☐ known Source

CONSTRUCTION DATE Circa 1900

☐ known ☒ estimated Source 1901 Sanborn Maps

STRUCTURAL CONDITION

☐ Good (well maintained; no serious problems apparent)

☒ Fair (some problems apparent) Describe: flaking and bubbled stucco. Paint and waterproofing in neglect.

☐ Poor (major problems; imminent threat) Describe:

☐ Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property has been used over time, beginning with the original use.

Residential

Sources 81 Survey, Yavapai Assessors, Sanborn Maps

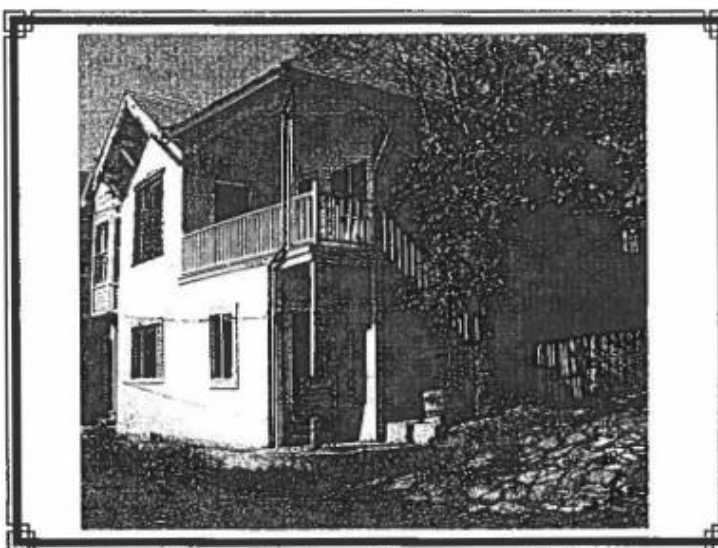
PHOTO INFORMATION

Date of photo 2007

View Direction (looking towards)

South

Negative No. 643 Verde Ave.



	2007 Town of Jerome Arizona HISTORIC PROPERTIES SUMMARY SURVEY
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A. HISTORIC EVENTS/TRENDS. *Describe any historic events/trends associated with the property.*

B. PERSONS. *List and describe persons with an important association with the building.*

C. ARCHITECTURE. Style

☐ no style

Stories 2-1/2 ☐ Basement Roof form Steeped Hip with extension

Describe other character-defining features of its massing, size, and scale Ridge Hip w/, extended eave on south west front.

INTEGRITY

To be eligible for the National Register, a property must have integrity, i.e., it must be able to visually convey its importance. The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.

LOCATION. ☒ Original Site ☐ Moved: date original site

DESIGN. *Describe alterations from the original design, including dates.*

MATERIALS. *Describe the materials used in the following elements of the property.*

Walls (structure) Wood Walls (sheathing) Horizontal Siding
 Windows Wood, Alum Describe window structure Fixed, Dbl hung, Sliding
 Roof Comp. Shingles o/, Wood Framing Foundation Conc., Masonry, Wood

SETTING. *Describe the natural and/or built environment around the property.* Property Slopes steeply downward. Structure steps down matching site-work contours.

How has the environment changed since the property was constructed?

WORKMANSHIP. *Describe the distinctive elements, if any, of craftsmanship or method of construction.*

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually Listed; ☒ Contributor ☐ Noncontributor to
 Date Listed ☐ Determined eligible by Keeper of National Register (date

Historic District

RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.
 Property ☐ is ☐ is not eligible as a contributor to a listed or potential historic district.
☐ More information is needed to evaluate.
 If not considered eligible, state reason:

FORM COMPLETED BY Gregory C. Hunt
 Name and Affiliation: D.A.P.A. Studio
 Mailing Address: P.O. Box 8 Cottonwood, AZ. 86326

Date: 2007
 Phone #: 928-646-9205