



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, SEPTEMBER 24, 2024, 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. APPROVAL OF MINUTES

A. Approval of minutes from the regular meeting of 08/27/2024

3. CONTINUED ITEMS/OLD BUSINESS

4. NEW BUSINESS

A. Review of proposed new Signage for 111 Main Street, Haunted Pizano.

B. DRB will review new signage for Vino Zona at 369 Main Street.

C. Final draft review for the Design Review Guidelines. Design review board members will be given a copy of the final draft of the Design Review Guidelines to review and discuss.

5. FUTURE DRB AGENDA ITEMS

6. 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

Persons with a disability may request reasonable accommodations such as a sign language interpreter by contacting Town Hall at (928) 634-7943. Requests should be made as early as possible to allow enough time to make arrangements.



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DRAFT MINUTES

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

600 CLARK STREET
600 CLARK STREET, JEROME, ARIZONA

TUESDAY, AUGUST 27, 2024, AT 6:00 PM

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

6:07 (00:10) 1. CALL TO ORDER

*Present: Board Members Mark Krmpotich, Devon Kunde, and Scott Staab
Absent: Chair Tyler Christensen and Vice Chair Carol Wittner
Staff present: Zoning Administrator Will Blodgett*

Board Member Mark Krmpotich began the meeting as Chair until Chair Tyler Christensen was able to arrive.

6:08 (1:35) 2. APPROVAL OF MINUTES

A. Approval of the Minutes from the regular meeting of 06/18/2024.

At 6:09 P.M., Chair Christensen arrived at the meeting. He apologized for being late and Board Member Mark Krmpotich relinquished the chair to Mr. Christensen.

Mr. Christensen asked if there were any comments or questions on the minutes.

Mr. Krmpotich said that he had none, and Mr. Christensen moved to approve the minutes.

Motion to approve Meeting Minutes from June 18th, 2024

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

6:10 (3:28) 3. CONTINUED ITEMS/OLD BUSINESS

4. NEW BUSINESS

A. Sign review for "Bloom & Eclipse Salon" located at 527 Main Street.

Mr. Christensen introduced the item, a new sign for Bloom and Eclipse hair salon.

Mr. Blodgett explained that the applicant would reuse the existing hanger for the new sign, which would be slightly smaller than the previous sign and made of engraved wood.

Mr. Krmpotich stated that the new sign was currently up, and he had no issues with the sign.

Mr. Christensen asked if the sign was stained or finished against the elements.

Mr. Blodgett explained that the sign was hung in a covered position, but he could not speak as to what it was finished with.

Mr. Krmpotich said that it looked like it was made of hardwood and Mr. Blodgett agreed it looked like it was decent quality wood.

Mr. Christensen asked if the laser cut section was painted white and Mr. Blodgett confirmed it was.

Mr. Staab said that he had no questions, and Ms. Kunde agreed.

Mr. Krmpotich moved to approve the sign, which was seconded by Mr. Christensen.

The sign was approved unanimously by those present.

Motion to approve the sign for 524 Main Street

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

6:13 (5:41) B. Design review for replacement fencing at 537 School Street.

Mr. Christensen introduced the item; new fencing at 537 School Street.

Mr. Blodgett gave a brief analysis, explaining that prior to the sale of the building, there was existing fencing that was removed. The proposed fence did not need to go before Planning and Zoning as it would follow the same footprint as the previous fence. The applicants tried to find an exact match, but the suppliers did not have stock, so this was the next best option available for the style and time period. The height was also not meant to change.

Mr. Krmpotich asked if it would only be the front section, or the side and back of the house as well.

Mr. Blodgett answered that it would be for the front, visible section, as well as the side of the house to provide landscaping.

Mr. Krmpotich said the only fence was the wire type.

Mr. Blodgett said that they were trying to get something akin to that, even if it wasn't an exact facsimile.

Ms. Kunde said she tried to find a picture of the previous fencing, but had no questions.

Mr. Krmpotich asked for clarification on whether they were approving only the front façade of fencing.

Mr. Blodgett explained that they would be approving only locations where the previous fence stood. Any new fence locations would need to go before review.

Mr. Christensen said that he liked the new material and style, in classic iron.

Motion to approve fencing for 537 School Street

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

6:17 (10:37) C. Discussion for finalizing sections of the Design Review Guidelines.

Mr. Blodgett explained that he would be pushing the final approvals to the next meeting as he was waiting for approvals from Gerald Vukas and SHPO before final formatting was completed.

Mr. Christensen asked if it would be like a full catalogue of her (Anne Basset's) work.

Mr. Blodgett said that he was not sure yet if he would have full access to her work, or just the specific details he had requested.

Mr. Christensen said it would be beautiful to be able to include a piece from each property she had drawn.

Mr. Blodgett said that oftentimes in historic preservation and in the architectural world, documentation and recordation of historic properties prefers sketches over photography because sketches can document details that are often lost in high-resolution photographs. He said that her eye for detail could not be a better source, so if he can get permission, there is nothing better for this purpose. He also received permission from Haven Church to utilize their Tour Guide because it is a great source of background history of Jerome. He felt that a lot of love and work has already been put into it, and he would like to utilize it, as well as local art. He asked for any last thoughts and suggestions.

Mr. Krmpotich asked if, after receiving information from Vukas and SHPO, they would be reviewing only the critical content and not the drawings: the ordinances and wording.

Mr. Blodgett said that the comments would dictate the next steps; if the changes are significant, it could delay final approval. He explained that he utilized the regulatory language from the Secretary of the Interior's Standards verbatim, but reorganized it and made it more usable.

Mr. Blodgett said that he would incorporate any changes made by SHPO, and if it was a big enough change, he would let them know that it will take a little longer. He has been trying to get the information out to the public every few months as the guidelines evolved.

Mr. Krmpotich asked about the changes that could be made, and Mr. Blodgett confirmed that he would include those in the packet because any changes by SHPO were important.

Mr. Blodgett explained that once the final changes were made and approved by the Design Review Board, the document would then go before Council. He said that he hoped this document would be one we will continue to use until he is ready to retire and step-by-step, it was getting closet to completion.

6:24 (17:01) 5. MEETING UPDATES

There were no additional items for meeting updates.

6:24 (17:01) 6. FUTURE DRB AGENDA ITEMS

- A. The Design Review Guidelines are close to completion and review/recommendation to the Council. I intend to have this ready for final review by September's meeting.

There were no additional items for Future DRB Agendas.

7. ADJOURNMENT

Motion to adjourn at 6:24 P.M.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN		X	X			
KUNDE			X			
KRMPOTICH			X			
STAAB	X		X			
WITTNER					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, September 24, 2024

Item :

Location: 111 Main Street
Applicant/Owner: Eric Jurisin
Zone: C-1
APN: 401-06-156F
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant, Eric Jurisin is seeking approval the add new signage to the front façade of 111 Main street in conjunction with the opening of a new restaurant in that location. The sign mounting locations are currently in place, and were previously used by the prior restaurant. These hanging signs will not change except in appearance. Addressing, business name and hours of operation are intended to applied to the main entry door below (see graphics on following pages).

Building Background: The building at 111 Main Street is not listed as historic, or contributing to the historic landmark status in the 2007 Historic property inventory. Yavapai County has some confusing information as to the original construction date of the building, however it is assuredly not 1901. These records need to be clarified for longevity's sake, but the building in question is currently not a historic building.

Purpose and Considerations: The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing it's decisions on the following criteria; Materials- signs made of durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials are preferred. Lettering- Lettering and symbols on signs should be routed, applied or painted on the surface of the sign material. Colors- Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related. Exceptions- The design review board may waive the requirements of this section and section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.

Response: The removal of one sign surface and addition of one facing a new direction will not increase the signage area beyond the allowable maximum square footage.

Signage Regulations: Section 509.G establishes the requirements for signage in the C-1 Commercial district. Subsection 2 states; *"The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.* Subsection 4 also states: *"The bottom part of any projecting sign shall be no lower than eight (8) feet above the ground directly below it."* It goes on to add that; *"The maximum area of all permanent signs shall not exceed 32 square feet."* Directional signs and address

numbers are allowed in addition to normal sign allowances provided that they conform to all provisions of section 509.

Response: The mounting locations for the signage already exists in place, and was used prior to the Pandemic for “Grapes”. The proposed signage includes reusing these two existing signs (Each measuring 20” x 108”, or 1.6’ x 9’, or 14.4 sq. ft. each) as well as the name “Haunted Pizano” applied to the entrance along with the hours of operation. Note that the hours of operation and locational information as well as service information are not counted in the total square footage of the sign. Each hanging sign is under the required 16 sq. ft. maximum size and together total to 28.8 sq. ft. of hanging signage, well under the maximum signage area of 32sq. ft.



Proposed Signage locations. Note that the Yellow trim around the border of the signs will be changed to red, while the interior of the sign board will change to black with white lettering. The above image has a faint graphic on the four window locations, however the applicant has removed that as the total square footage of the signage would exceed the 32sq. ft. allowed.



Left and Below: Three views of the façade of 111 Main street as it currently exists. The hanging sign boards are still in place, and can be compared to the proposed graphics on the previous page. Note plans to change the trim and signboard colors to Red trim, Black field and white-lettering. Address signage would be applied on the glass above the main entrance, with business name and hours of operation located on the main door itself.



File #: _____

Town Use



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

General Land Use Application – Check all that apply

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

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

Applicant: <u>ERIC JURISIN</u>	Owner: <u>SAME</u>
Applicant mailing address: <u>PO Box 2 JEROME AZ</u>	Property owner mailing address:
Applicant role/title: <u>DWPER</u>	
Applicant phone: <u>928 301 0168</u>	Owner phone: <u>928-301-0168</u>
Applicant email: <u>Jeromepalakagrade</u>	Owner email: <u>SAME</u>
Project address: <u>111 Main St</u>	Parcel number:
Describe project: <u>Sign Face Change</u>	

- 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: [Signature] Date: 9-3-24

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: _____



TOWN OF JEROME

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

Zoning Administrator Analysis Design Review Board Tuesday, September 24th 2024

Item :

Location: 369 Main Street (Vino Zona)
Applicant/Owner: Ginger Mackenzie / Sharon Watson
Zone: C-1
APN: 401-06-026F
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant has moved her business, VINO Zona, from 527 Main street to 369 Main street, and requires approval for signage on the façade of the new building. The double-sided hanging sign has been previously approved, as well as the mountain location and hardware on the building which is being reused. This sign meets all requirements from section 509 of the Jerome Zoning Ordinance. The new signage requiring review is the name of the business “VINO Zona” which was painted/stenciled onto the wall of the façade adjacent to easternmost window. The lettering is painted to match the existing tiles, with each letter 6.5” x 6.5” for a sign total of 6.5”x 7.1’, for a total of around 3.5sq. ft of signage, well within the maximum sign area of 32sq. ft.

Building Background: 365 Main street is part of a multi-unit commercial building listed as having been built in 1988. The building itself may not be historic, or contributing to the Landmark status of the town, but the building exists in the historic commercial core and considerations should reflect this context.

Purpose and Considerations: The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing it’s decisions on the following criteria; Materials- signs made of durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials are preferred. Lettering- Lettering and symbols on signs should be routed, applied or painted on the surface of the sign material. Colors- Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related. Exceptions- The design review board may waive the requirements of this section and section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.

Signage Regulations: Section 509.G establishes the requirements for signage in the C-1 Commercial district. Subsection 2 states; *“The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.* Subsection 4 also states: *“The bottom part of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.”*

Response: The proposed new sign calculates to 3.5 Square feet roughly, well within the zoning ordinance requirements, as shown by the exhibit on the following page. The total allowable area of all signs on the building in the commercial zone is 32 square feet. The addition of this sign to the existing signage does not exceed the total allowable area for signage.



View of the front façade of 369 main street. New signage is visible on the left of the window above the bench that says; “Vino Zona”.



Closer view of the façade of 369 Main street showing the new signage on the wall in between the tiles and the window. The coloring of the lettering on the signage was chosen to match the grey of the tiles adjacent to the sign. The height of the sign is 7.1' which roughly matches the height of the window to the sign's right.

Application and related documents



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
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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 \$25 to \$200
Other:
Other: _____

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

Table with applicant and owner information: Applicant: Ginger Mackenzie, Owner: Sharon Watson, P.O. Box 281 Jerome, 815 N. 6th St Cottonwood 86326, etc.

- 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.
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: [Signature] Date: 8/1/24
Property Owner Signature: [Signature] Date: 8-6-24

For Town Use Only
Received from: Ginger Mackenzie Date: 9/9/24
Received the sum of \$ 50 as: [X] Check No. 5148 [] Cash [] Credit Card
By: M. Sharif For: Signage
Tentative Meeting Date/s - DRB: P&Z: