



# TOWN OF JEROME

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

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## AGENDA

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

600 CLARK STREET

600 CLARK STREET, JEROME, ARIZONA

**TUESDAY, JUNE 25, 2024, AT 6:00 PM**

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*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.** Minutes of the Regular meeting of the Design Review Board from 05/28/2024

#### 3. NEW BUSINESS

**A.** The applicant is requesting a demolition permit for a later-period porch addition as part of a restoration and repair effort.

#### 4. FUTURE DRB AGENDA ITEMS

#### 5. 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, MAY 28, 2024, AT 6:00 PM

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

### 6:00PM (0:20) 1. CALL TO ORDER

*Present were Chair Tyler Christensen, Vice Chair Carol Wittner and Board members Devon Kunde, Mark Krmpotich, and Scott Staab.*

*Staff present included Will Blodgett and Deputy Clerk Kristen Muenz.*

### 6:00PM (0:55) 2. APPROVAL OF MINUTES

**A.** Approval of minutes of the Regular meeting of March 26, 2024.

*Mr. Christensen introduces the minutes to be considered for approval. He asks if there are comments, questions, or concerns.*

*Mr. Krmpotich says he read the minutes prior to the meeting and saw no changes were needed. Mr. Krmpotich moves to approve the minutes from the last meeting.*

*Mr. Christensen acknowledges the motion on the floor.*

*Mr. Staab seconds the motion.*

*Mr. Christensen calls the question and the meeting minutes from the March 26<sup>th</sup> meeting are approved unanimously.*

#### Motion to approve the regular meeting minutes from March 26, 2024.

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

### 3. NEW BUSINESS

**6:01PM (1:00) A.** Change of paint and repair/maintenance of Historic signage for the Gibson Market building at 681 Main street.

**Applicant/Owner: Scott Staab**

**Zone: R1-5**

**Address: 681 Main Street (Gibson Market)**

**APN: 401-07-054**

*Mr. Christensen introduces the item for consideration and defers to Mr. Blodgett for further introduction.*

*Mr. Blodgett begins by introducing the project owner as board member Scott Staab. He asks for clarification from Ms. Muenz regarding Mr. Staab recusing himself but remaining on the dais.*

*Ms. Muenz says he can remain but would be better to be at the table to answer any questions.*

*Mr. Staab recuses himself and steps down from the dais.*

*Mr. Blodgett continues his introduction outlining the change in exterior paint colors, moving away from the current blue to a green pallet. He says they are also going to do some maintenance on historic commercial signage currently painted on the building, pointing out that details can be found on page 5 of the analysis.*

*Mr. Krmpotich asks what the font will be.*

*Mr. Blodgett answers there is no change to the font they are going to paint over that is currently there which is allowed by the zoning ordinance. He says the restoration of the historic sign is a project that he would promote, adding the artist the*



**Motion to approve as presented.**

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

Prior to moving on to adjournment Mr. Blodgett informs the board that he hopes to have a final version of the design review guidelines ready for review at the next meeting.

**6:18PM (18:00) 4. ADJOURNMENT**

Mr. Christensen introduces the item.  
 Mr. Krmpotich says he has a question regarding Cabal cellars. He says he noticed they changed the color on the building from red to purple and asks if they had an approval to change it.  
 Ms. Muenz confirms that it did go through review, and they did have approval to do so.  
 Mr. Blodgett apologized that he could not recall all of the details and said he would verify that information.  
 Mr. Christensen makes the motion to adjourn the meeting.  
 Ms. Wittner seconds the motion.  
 Mr. Christensen calls the question, and the meeting is adjourned at 6:18p.m.

**Motion to adjourn at 6:18 p.m.**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
KUNDE			X			
KRMPOTICH			X			
STAAB			X			
WITTNER		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, June 25, 2024

**Item :**  
**Location:** 32 Magnolia Ave.  
**Applicant/Owner:** Wendy Irving-Mills / Gerald Vukas  
**Zone:** R1-5  
**APN:** 401-06-169  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Discussion/possible action

**Background and Summary:** The applicant is seeking approval to remove (demolish) an enclosed porch area in order to restore the structure closer to its original design. The porch in question was likely enclosed in the 1960's, which means that the addition is historic in age but not original to the structure. The porch area has been primarily used as a laundry room, but lack of insulation makes this problematic during the winter. The applicant is intending to do this work in conjunction with other projects which can be administratively approved by the Zoning Administrator. These projects include repairs and replacement to the roof shingles, which is a like-for-like repair, as well as exterior repairs and repainting in like-for-like.

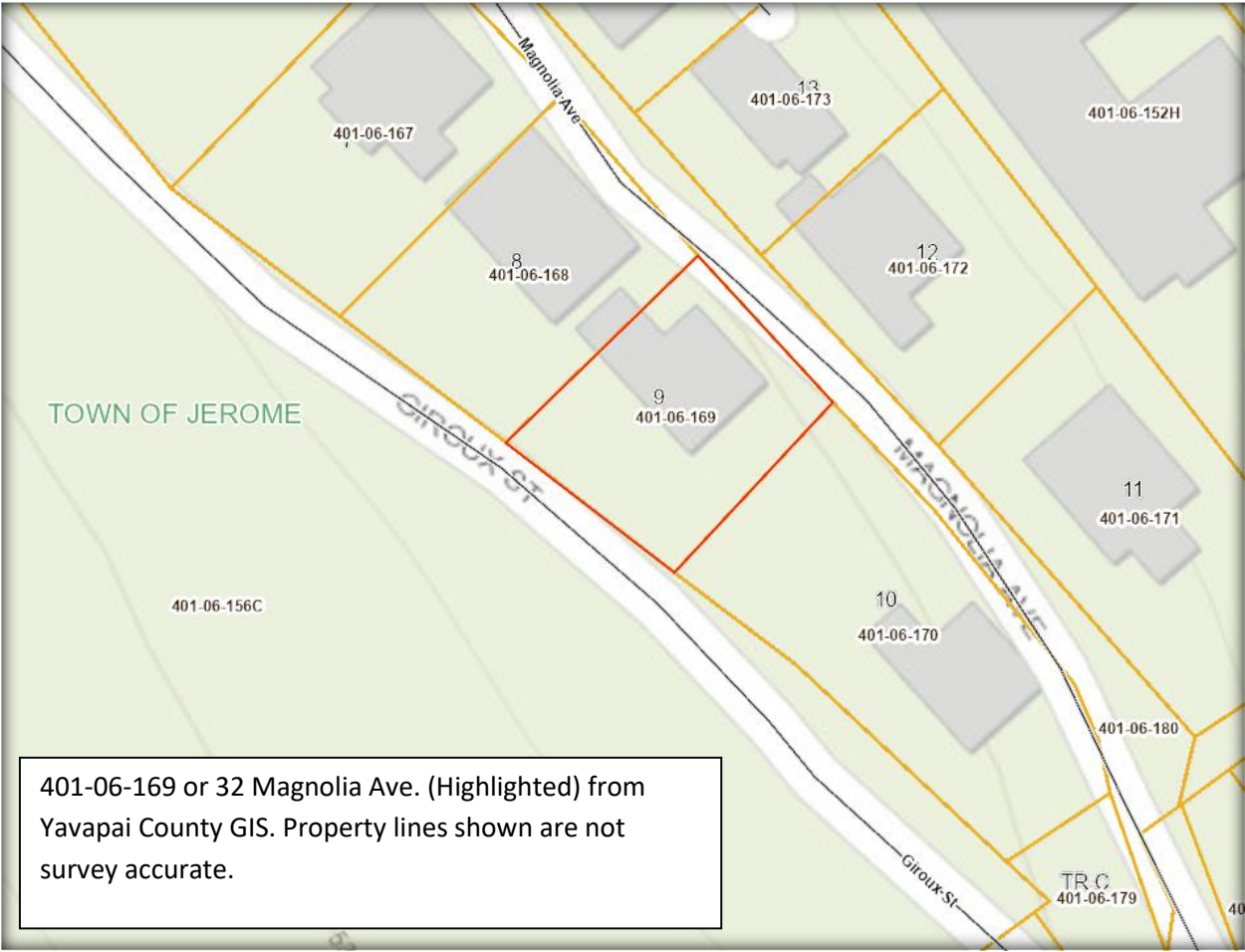
**Building Background:** The 2007 Historic Building Inventory records this House as having been built in 1943, however the Yavapai County records show the construction date as 1904. Likely the 1943 and 1960's dates reflect remodels or changes to the original structure. The inventory lists the building as in good shape and as a contributor to the National Register of Historic Places and the Town's Landmark status. The inventory records for this property are included at the end of this analysis.

**Purpose:** 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, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historical character of the Town of Jerome. Design review is intended to enrich the lives of all the citizens of Jerome by promoting harmonious, attractive, and compatible development, and is therefore considered to be in furtherance of the general welfare. The provisions of this section (Section 304) shall apply to all new construction, exterior alterations, demolitions, and signs, in the Historic Overlay District.

**Property Standards:** The Town of Jerome Zoning Ordinance in section 304.H.3 states; *"The Design Review Board shall review a submitted application for approval of demolition, partial demolition, or removal of existing buildings or structures, and shall have the power to approve, conditionally approve, or disapprove, all such requests; in accordance with the following procedures and criteria."*

Subsection a states that; *"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."*

Subsection b states that; *“If the Design Review Board finds that the preservation and protection of historic places and the public interest will be best served by postponing the demolition, partial demolition, or removal of a building or structure, it may postpone such action for a designated period, which shall not exceed one hundred eighty (180) days from the receipt of the application and shall notify the applicant of such postponement. Within the period of postponement such demolition or alteration of any building, the Design Review Board shall take steps to ascertain what the Town Council can or may do to preserve such buildings, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of the potential use of the power of eminent domain when the preservation of a given building is clearly in the interest of the general welfare of the community and of certain historic and architectural significance. The Design Review Board shall then make such recommendations thereabout to the Town Council as the Board may determine to submit.”*



**32 Magnolia Avenue: Reroofing, screen porch walls and roof removal, and painting.  
Request for approval June 25, 2024**

**Reroofing:** The existing asphalt shingles on the main roof and "L" are blowing off in strong winds.

This application requests approval to re-roof with new GAF Timberline HDZ "Birchwood" color asphalt shingles.

There is a lower shed roof along the back of the house. This roof area will not be re-roofed at this point in time.

The intent is that the existing screen porch roof will be deconstructed, so no new roofing will be required in this area.

**Screen Porch Deconstruction:** This porch enclosure does not fit with the architecture of the original house. It is proposed to deconstruct it, saving as much of the materials as possible to repair soffits and other features to remain, exposing the original exterior walls, and keeping the deck as an open porch. New handrails will wrap around the porch to meet code. See the proposed new Magnolia Ave. Elevation. Removing this screen porch will result in an open porch similar to the adjacent houses. There shouldn't be much dust created with a deconstruction process. All utility meters and lines will remain in existing locations. This deconstruction will not impact any existing trees.

**Painting:** The existing color scheme that is on the front of the house will be continued to the sides and back. These walls were not painted when the house was rehabilitated in 1999, and the siding and trims have deteriorated as a result. Every effort will be made to save the existing siding on the front and sides. If patching requires larger sections of siding than available, the intent is to take existing siding from the back to patch any areas of the front and sides. The back wall is not visible from Giroux Street. New lap siding will be installed on the back if any areas are removed for the patching.

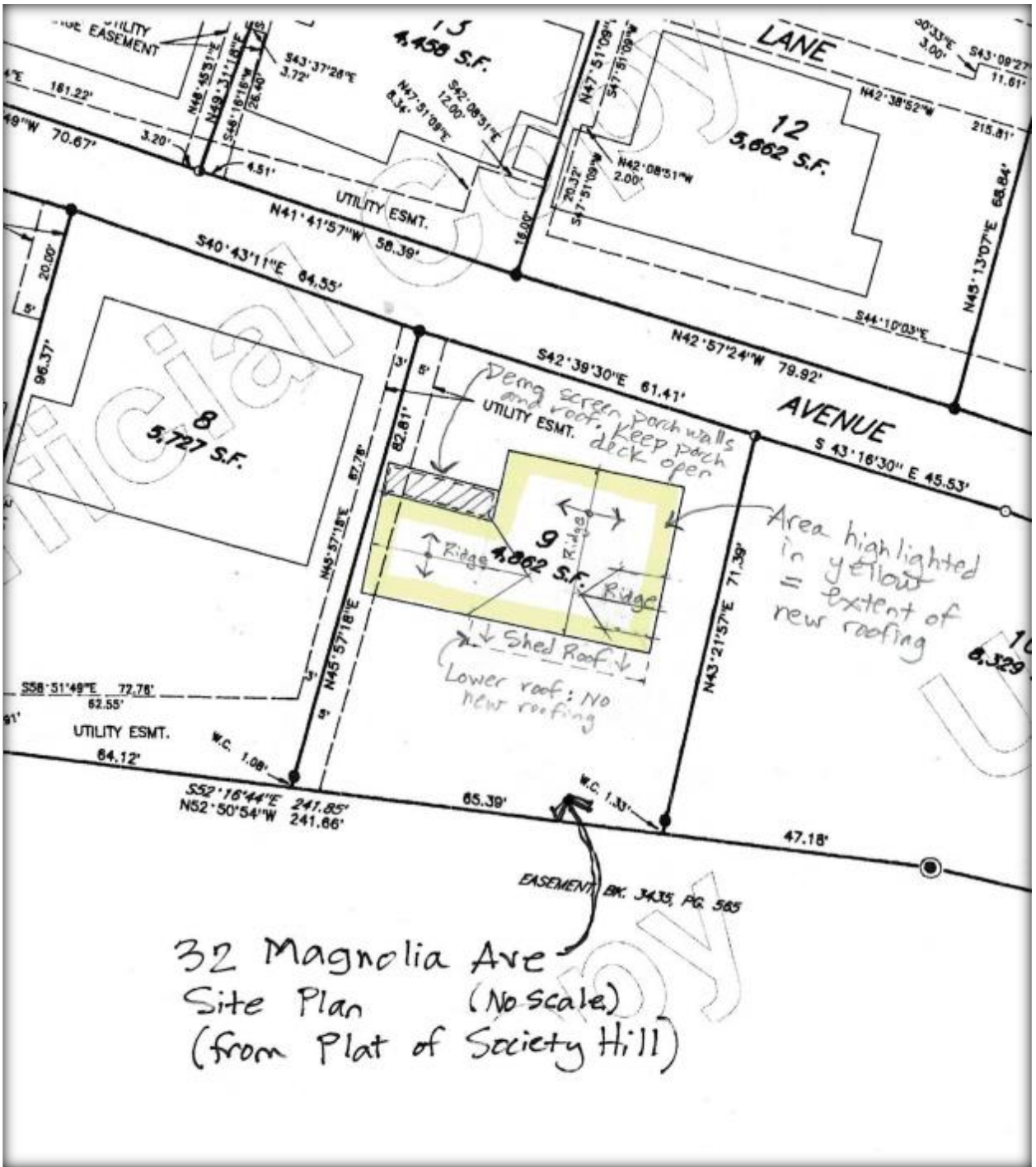
The existing color scheme is White siding, Gray porch decking, railing, and accents, purple window and door trim, and burgundy accent trim color. The existing front porch support columns are painted with a combination of those colors, and will be repainted to match. It is proposed to paint the crown moulding trims over the windows and doors in the burgundy accent color. See color samples.

In order to bring the existing handrail at the Front Porch up to code, a new railing is proposed to be installed above the existing, similar to the approved modified railing at 34 Magnolia Ave. See the proposed new Magnolia Ave. Elevation.

The crawl space structure is open right now. The intent is to cover that with T-111 plywood siding with vertical grooves 8" on center. There will be trim around the siding that will be the gray color to match the deck and railings, and a burgundy cove trim on the inside of the flat trim. See the proposed Larger scale view of front porch for colors.

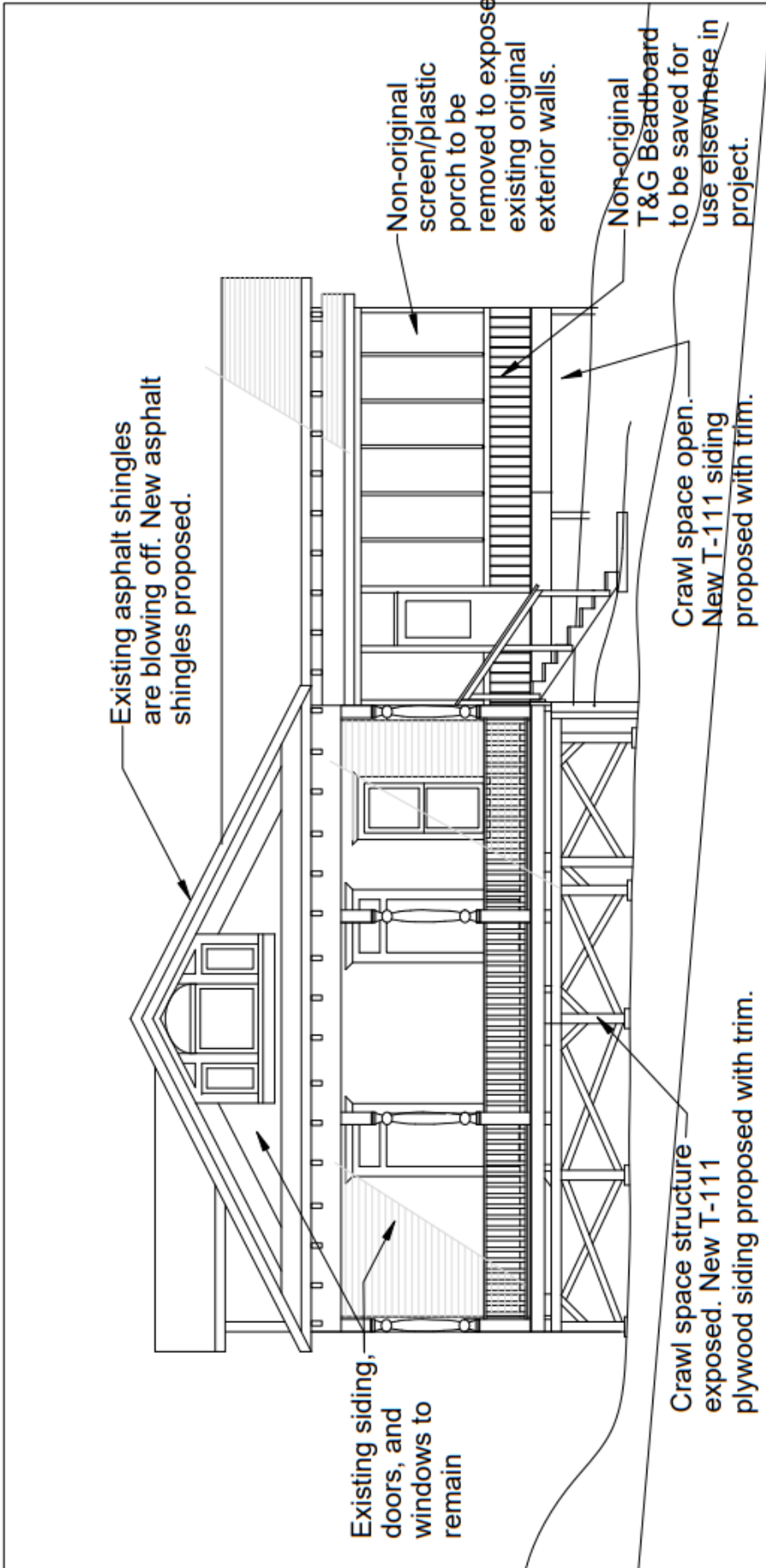
The deconstruction of the screen porch will reveal original exterior walls with windows and a door. The intent is to paint the walls, trims, decking and new railing to match the existing Front Porch color scheme. This area's crawl space is open as well, and it is proposed to enclose it with the same materials used on the front crawl space enclosure described above.

The windows exposed by this deconstruction have the typical scrolled lower trim under the sill. The intent is to use this trim as a template to make another trim for the window facing onto the Front Porch. These trims will be painted the burgundy accent color.



32 Magnolia Ave  
Site Plan (No scale)  
(from Plat of Society Hill)





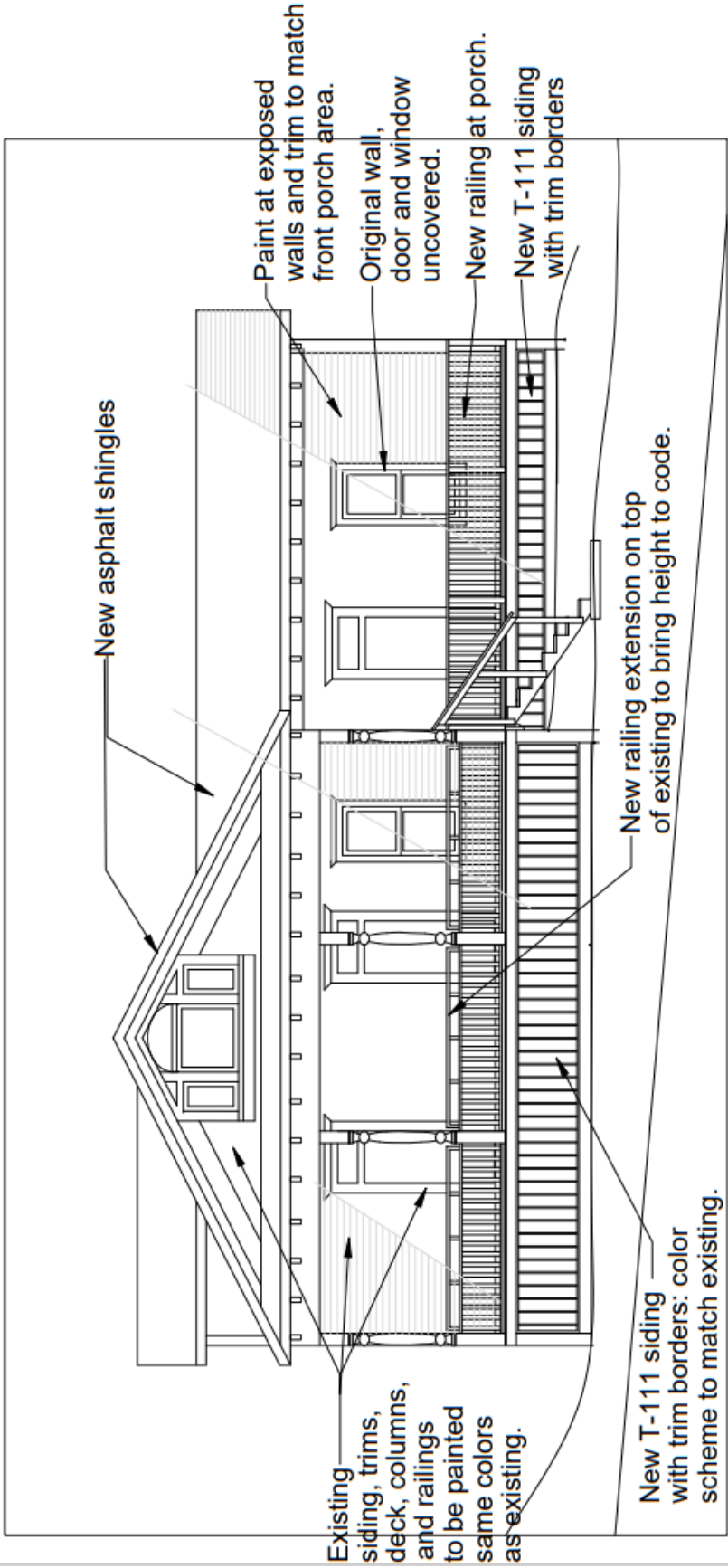
# EXISTING MAGNOLIA AVE. ELEVATION

NOTE: Currently only the front of the house is painted. The intent is to repaint the front with the same colors, and to continue the same colors to the sides and back of the house.

SCALE: 1/8" = 1'-0"

2024\_0528

DRAWN BY: WIM



**NOTE:** Currently only the front elevation is painted. The intent is to continue the existing color scheme for the sides and back. The front will get a new coat of paint as well.

# PROPOSED NEW ELEVATION

SCALE: 1/8" = 1'-0"

2024\_0528 DRAWN BY: WIM

32 Magnolia Ave.: Pictures of sides of House

Front



Right hand side of Front



### 32 Magnolia Ave.: Pictures of sides of the house

Left hand side



Right hand side



### 32 Magnolia Ave.: Pictures of sides of the house

Back of house



View of back of house from Giroux Street



# Application & Related Information

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, 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:
[Checked: Demolition \$50/\$200, Paint/Roofing \$25]


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

Table with applicant and owner information: Wendy Irving-Mills, Gerald A. Vukas, P.O. Box 1237, Jerome, AZ 86331, 7209 E. McDonald Dr. Unit 27, Scottsdale, AZ 85252-6053, Project Manager, 970-218-4231, 480-607-0996, w Irvingmills@gmail.com, jvukas9@gmail.com, 32 Magnolia Ave., Parcel number: 401-06-169, Describe project: Replace failing asphalt shingle roof with new asphalt shingle roof. Demo screened porch walls & roof. Paint exterior walls using current color scheme.

- 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: Wendy Irving-Mills Date: 6-7-2024
Property Owner Signature: Gerald A. Vukas Date: 6/6/2024

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. 009 Survey Area Society Hill

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

Address 32 Magnolia Street

City or  Town Jerome, Arizona  vicinity County Yavapai Tax Parcel No. 401—06—169

Township 16 Range 2E Section 23 Quarters Acreage 0.11

Block Lot(s) 9 Plat (Addition) Year of plat (addition)

UTM reference: Zone Easting Northing

USGS 7.5' quadrangle map:

ARCHITECT United Verde Copper  not determined  known Source 81 Survey

BUILDER United Verde Copper  not determined  known Source 81 Survey

CONSTRUCTION DATE 1943  known  estimated Source Co. Assessor, Sanborn Map

STRUCTURAL CONDITION

Good *(well maintained; no serious problems apparent)*

Fair *(some problems apparent)* Describe:

Poor *(major problems; imminent threat)* Describe:

Ruin/Uninhabitable

USES/FUNCTIONS

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

Single Family Residence.

Sources Co. Assessor, 81 Survey

PHOTO INFORMATION

Date of photo 2007


View Direction *(looking towards)*

South

Negative No. 32 Magnolia Ave.







2007 Town of Jerome Arizona

## HISTORIC PROPERTIES SUMMARY SURVEY

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 Folk Victorian  no style

Stories 1-1/2  Basement Roof form Hip w/, ridge w/, Front Side Gable

*Describe other character-defining features of its massing, size, and scale* This 720 S.F. basic folk form, has brackets under eaves and Dentil Work at eave of covered porch. Porch is on front and west facades. Gable Dormer. There are transom windows over entry door.

**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) Wood  
 Windows Wood Describe window structure Dbl Hung  
 Roof Asphalt Shingles Foundation Conc., Masonry, Wood

SETTING. Describe the natural and/or built environment around the property.

*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 Historic District  
 Date Listed  Determined eligible by Keeper of National Register (date)

**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 Date: Nov., Dec., 2007  
 Mailing Address: P.O. Box 8 Cottonwood, AZ. 86326 Phone #: 928-646-9205

32 Magnolia Ave.: Picture of proposed roofing shingles

GAF Timberline HDZ "Weathered Wood"



### 32 Magnolia Ave.: Proposed Paint Colors (to match existing)

