



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, 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.

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 the Minutes from the regular meeting of 06/25/2024.

3. CONTINUED ITEMS/OLD BUSINESS

4. NEW BUSINESS

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

B. Design review for replacement fencing at 537 School Street.

C. Discussion for finalizing sections of the Design Review Guidelines.

5. MEETING UPDATES

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.

7. 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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MINUTES

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

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

6:13PM (0:37) 1. CALL TO ORDER/ROLL CALL

With both Chair and Vice Chair absent when the meeting was called to order, board member Mark Krmpotich, acting as Chair for meeting purposes, declares we have a quorum for the meeting, and asks Mr. Blodgett to take the roll call.

Present were board members Mark Krmpotich, Devon Kunde, and Scott Staab. Staff Present included Zoning Administrator Will Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.

6:14PM (1:11) 2. APPROVAL OF MINUTES

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

Mr. Krmpotich introduces the minutes and asks if board members present have had time to review the minutes and if there are any comments or changes. There were none.

Ms. Kunde moves to approve the minutes from the May 28th Design Review Board meeting.

Mr. Krmpotich seconds the motion.

Mr. Staab also seconded the motion.

Mr. Krmpotich called the question and the meeting minutes from the regular Design Review Board meeting for May 28th, 2024, were approved.

Motion to approve May 28, 2024, Design Review Board minutes.

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

During the time of taking vote, Chair Tyler Christensen arrived and took his place on the dais at 6:14p.m. (1:50).

Mr. Krmpotich acknowledged the arrival of the Chair and relinquishes acting as chair for remainder of the meeting to Mr. Christensen.

6:15PM (2:23) 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 at 32 Magnolia Ave.

Applicant/Owner: Wendy Irving-Mills / Gerald Vukas

Zone: R1-5

Address: 32 Magnolia Ave.

APN: 401-06-169

Chair Tyler Christensen introduces the item for consideration deferring to Mr. Blodgett for additional introduction.

Mr. Blodgett introduces the application informing the board that it contains information regarding paint and roofing as well as some of the future plans. He says that information is for the board and so they understand the process. He continues, the paint and re-roofing are going to be like for like so those are not up for review. He says what does need to be discussed is the partial demolition of a previous enclosure. He says any demolition has to come before the board for review prior to receiving a demolition permit from the building inspector. He says for this review to keep focus on the

Item A.

demo, reiterating paint and roofing are intended to be like for like. He says there are a few typos in the analysis, but they do not affect anything. He highlights on page 3 of 15 there is reference to a "Birchwood" color that was supposed to be weathered wood but being that it is not part of the purview of this meeting it doesn't affect the recommendation in his analysis or the rest of the meeting.

Mr. Krmpotich interjects to ask a question. He clarifies that Mr. Blodgett is saying they are not questioning the paint scheme. He says he assumes the paint scheme shown in the back of the packet is what it is now.

Mr. Blodgett confirms yes, the paint is like for like. He says when it was initially painted the sides were not visible and were not painted, but now there will be repair work to that wood and then the paint scheme previously approved will be applied and wrap around adding a layer of protection, but what is visible will not be changing from what was previously approved.

There was additional conversation regarding the paint. Mr. Krmpotich was referring to repainting other parts of the house. Mr. Blodgett apologizes for misunderstanding the question.

The Applicant confirms yes, they will be painting the front of the house as well.

Mr. Krmpotich said that was his concern, when they painted the sides why not just refresh the front.

Mr. Blodgett shares there are discrepancies regarding the historic background information from a 2007 survey listing the build date as 1943, but that is a renovation date and the original build date is 1904, however this information does not affect his analysis. He says that what they have is a porch area that was framed in and used as a laundry area, but in the winter the appliances would freeze because it was not insulated and also was not part of the original construction of the home. He says the intention is to remove that addition which would then allow access for re-roofing as well. He says from a historic preservation standpoint there is no problem and taking back its historic status is always a bonus, adding he has no concerns with this project on the surface. He informs the board that applicant(s) are present to address any questions.

Mr. Christensen invites the applicant(s) to the microphone to introduce themselves and present to the board.

Jerome Resident, Wendy Irving Mills, introduces herself and takes a seat at the table next to Mr. Blodgett. She says for anyone not aware; this is Anne Basset's old house who passed away in 2019. She says the current owner is busy and lives in Phoenix, so she is stepping in as more of a project manager role to nudge him to address the things that need attention. She says in this process they hope to make it livable, affordable housing again. She continued they would start with taking off the enclosure for the porch along the 'L' in the back to expose the original exterior walls. She says the porch would remain as an open porch with railings and they would find room for the hot water heater and the washer and dryer inside the home, so they don't freeze in the winter. She says they would like to get the place back functioning and livable, and that Chief Blair was part of the emphasis for this when he asked what was going on with the property and mentioned that one of his employees would love to live there.

Mr. Christensen says he can't object to keeping historic homes intact.

Mr. Blodgett says he wants to state for the record that this was one of the cleanest, most thorough and thoughtful applications he's received so he has absolute confidence in the applicant and their project.

Mr. Christensen agreed and comments this doesn't feel like a demolition at all.

Mr. Krmpotich comments it is a restoration.

Mr. Christensen asks if there are any other questions or comments.

Mr. Krmpotich points out that it appears the historic property summary is the wrong home in the photo.

Mr. Blodgett does note that a photo is incorrect, it was of the house next door, but the applicant did take an updated photo to the Historical Society.

Mr. Christensen moves to approve the project as presented.

Mr. Staab seconded the motion.

Mr. Christensen called the question, and the project at 32 Magnolia is approved as presented.

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	

6:25PM (12:22) 4. FUTURE DRB AGENDA ITEMS

Mr. Christensen introduces the item.

Mr. Blodgett shares that he did not have the design guidelines on this agenda. He says he is behind and that is on him, but it will be picked back up again in the next meeting or two when he has the bandwidth, adding he's received three new projects to review today alone.

Mr. Krmpotich says he has a question on the Design Review Guidelines. His first question is on page 38, referencing a historic preservation officer, he asks who that person is.

Item A.

Mr. Blodgett answers that he is that person.

Mr. Krmpotich says his second question was about a definition regarding a visual site triangle, and was hoping that Mr. Blodgett could explain it better in more laymen's terms.

Mr. Blodgett answers he would like the opportunity to go back and review it to give a proper definition.

Ms. Kunde informs Mr. Blodgett that she has some hand written edits but didn't bring them with her.

Mr. Blodgett informs the board that they are welcome to send any edits they have via email as well, saying he is open to all forms of communication.

Mr. Krmpotich asks if the definition of a visual site triangle is in the guidelines.

Mr. Blodgett says if it isn't, it should be.

There was additional conversation regarding definitions to include in the Design Review Guidelines. The consensus was that Mr. Blodgett is still working on the document and has additional information to merge into it, but he doesn't want it to be turned into a document with mostly definitions, but rather remain more user friendly.

6:30PM (17:50) 5. ADJOURNMENT –

Mr. Christensen introduces item 5.

Mr. Krmpotich moves to adjourn the meeting.

Mr. Staab seconds the motion.

Mr. Christensen calls the question, and the meeting is adjourned at 6:30p.m.

Motion to adjourn at 6:30p.m.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
KUNDE			X			
KRMPOTICH	X		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 Thursday, August 27, 2024

Item :
Location: 527 Main Street
Applicant/Owner: Lauren Jung / Sandra Piluso
Zone: C-1
APN: 401-06-091
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant is seeking approval to install a projecting sign for their new business located at 527 Main Street. The Sign is 2ft diameter, round and double sided engraved, and painted wood. The mounting location is reusing a previously approved and utilized mounting location above the main entrance just over 8' from the sidewalk surface.

Building Background: Yavapai County records 527 Main street as having been constructed in 1916 as a ground-level retail store with three apartments. There is a lack of information about this building but it is at least a contributor to the Town of Jerome's NHL (National Historic Landmark).

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 sign is a 2ft diameter circle constructed of wood, or wood-like facsimile, that is engraved and painted on both sides. The sign itself is reusing an existing mounting bracket that projects out over the entrance to the space. This projection elevates the sign over the 8ft height requirement from the base of the sign to the sidewalk below.

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Application & Related Information



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.

Table with 2 columns: Applicant information and Owner information. Includes fields for name, address, phone, email, and project description.

- 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: 7/25/24
Property Owner Signature: [Signature] Date: 7/25/24

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, May 23, 2023

Item :
Location: 537 School Street
Applicant/Owner: Scott McCoy
Zone: C-1
APN: 401-06-041 & 401-06-040
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

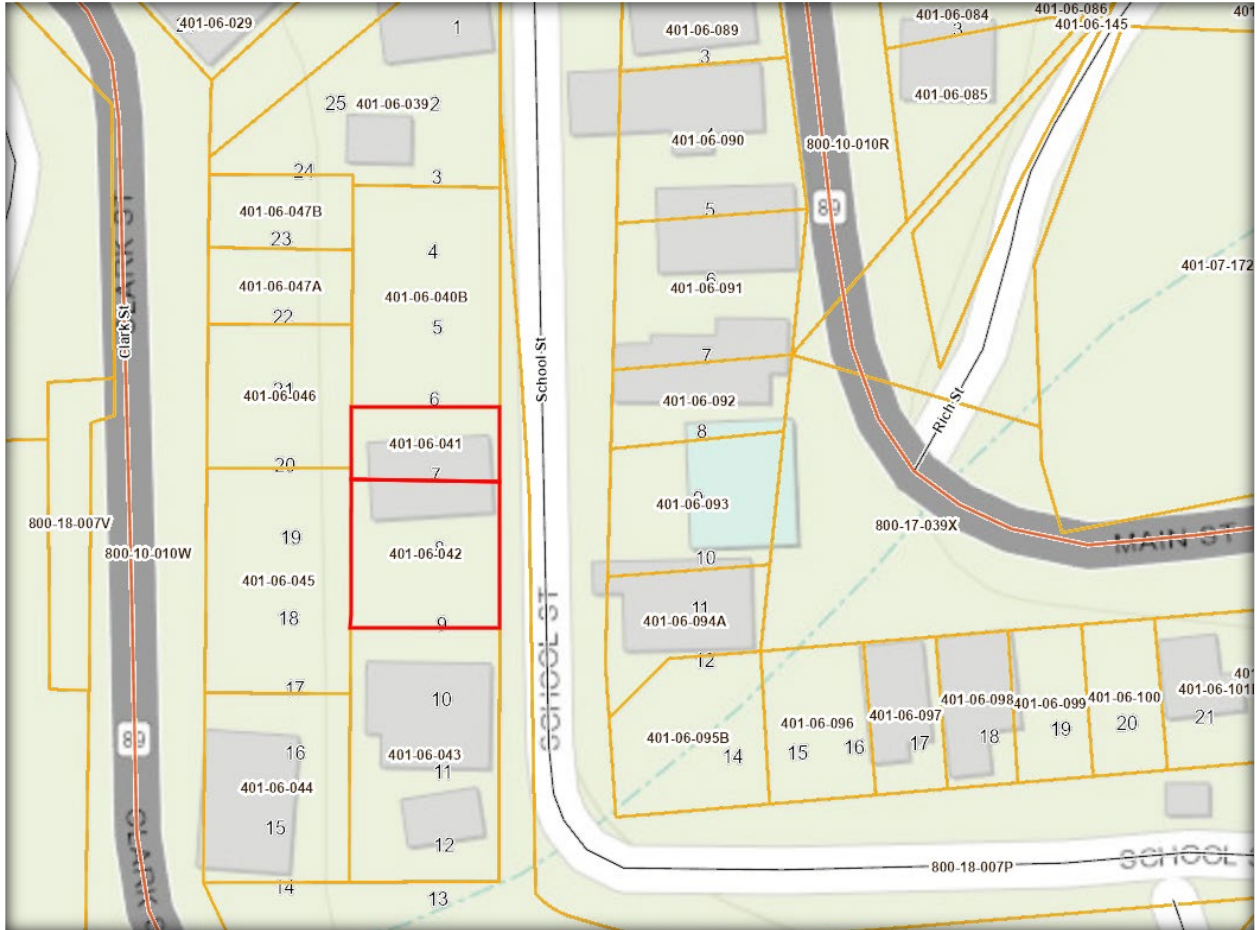
Background and Summary: The applicant is seeking approval to replace a fence that previously existed along the perimeter of the property, which was removed prior to the sale of the house. The applicant wishes to replace this fence with a similar style of fencing. Replacement of the exact fencing is proving to be difficult due to material availability, and so the change of style is requiring Design Review.

Building Background: The 2007 Historic Property Inventory records this structure as having been built in 1896. It is listed as #61 on the 2007 Historic Properties Inventory and is a contributor to the Town of Jerome's NHL (National Historic Landmark) status.

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.

Regulatory requirement: Section 502.J, "Walls and Fences" requires that no fence or wall over 3' tall shall be installed closer to the road that provides frontage than the structure itself. From the side yard, and including the back yard, the fence or wall cannot exceed 6'. No barbed wire, or electrification is allowed. The proposed fencing is no greater than 4', well within the Ordinance requirements. An example of the style of wrought-iron fencing is included with this analysis.

Response: The proposed fence will extend about 3ft above the ground surface. The location of the fence is to match with the fence removed by the previous owner which will keep the neighborhood aesthetic intact. The style of fence appears to be similar to styles already in use throughout the town, one example being at and around the sliding jail site.



View of 537 School street (401-06-041 & 401-06-042) from Yavapai County GIS.

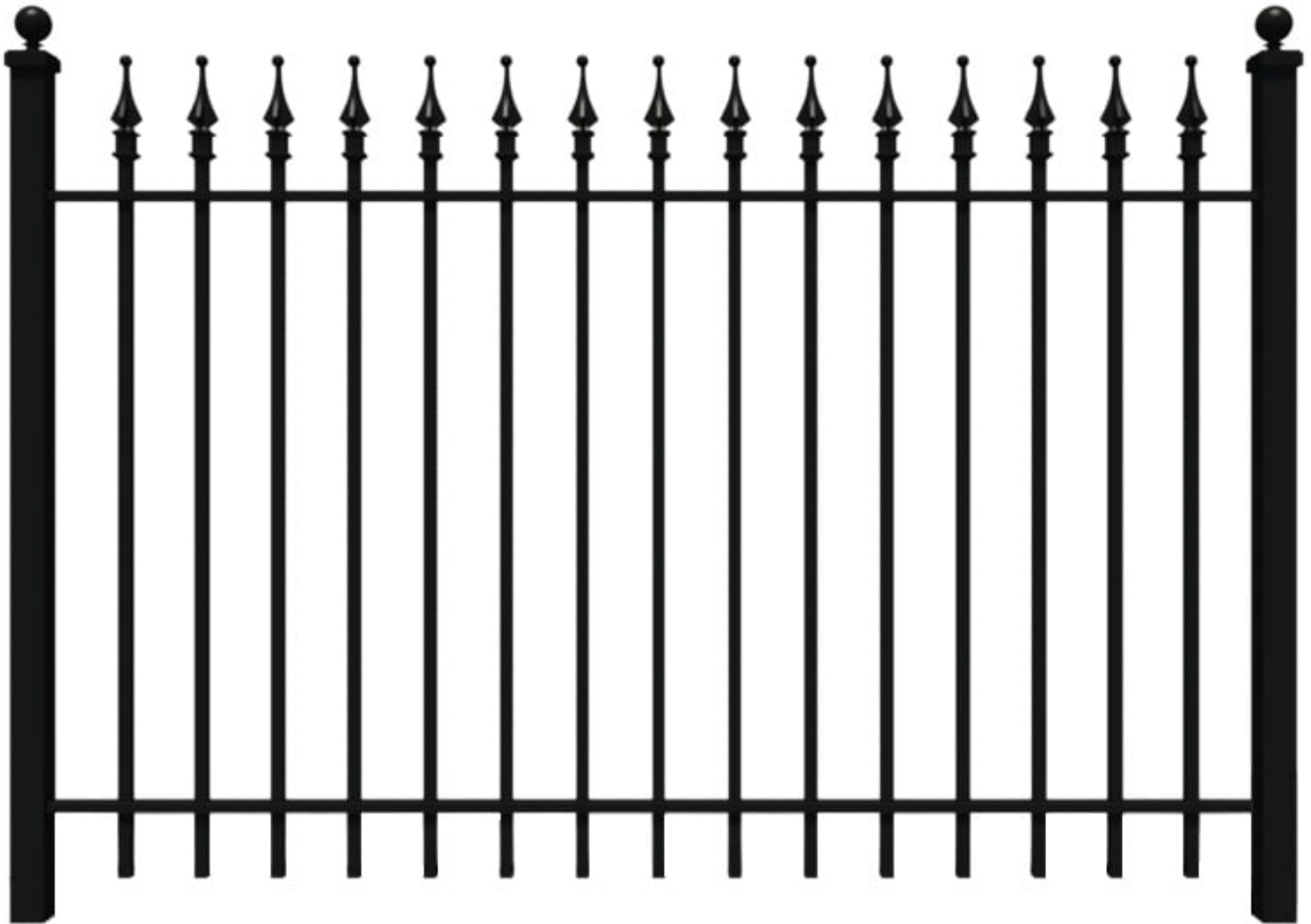


View of 537 School street (401-06-041 & 401-06-042) from Google Earth imagery.



Top & Bottom: Two different photo's exhibiting the fence in different applications. Similar styles of fence exist in places throughout Jerome.





The manufacturer's website describes this: *Our Classic iron fence is our best seller due to it's timeless look that goes with many different architectural designs. The Quad Flair Finial is sand cast rather than die cast resulting in a slightly rougher, more organic look and feel. As a proper fence should, each finial is welded to each picket NOT glued or screwed like the competition. Our most versatile fence; it will age like a fine wine and never go out of style.*

Source: Ironfenceshop website



Two views (from Google Earth Street View, 2012 dated imagery) of the front of 537 School street that show the yard areas which the fence will surround.

Source: www.Ironfenceshop.com



Application & Related Information



STRONGHOLD IRON QUICK-REFERENCE SPECIFICATIONS

ITEM	TRADITIONAL GRADE	SIGNATURE GRADE
FENCE PANELS		
WIDTH	8' (96")	8' (96")
PICKETS	1/2" 18ga	3/4" 16ga
PICKET SPACING	3.875" Air Gap on Standard Panels. 1.69" Air Gap on Puppy Picket Panels	3.875" Air Gap on Standard Panels. 1.69" Air Gap on Puppy Picket Panels
RAILS	1" x 1/2" Rolled and Punched Rail, 1/8" thickness	1.5" x 1/2" Rolled and Punched Rail, 1/8" Thickness
FINIALS	4" Tall x 1" Wide	6" Tall x 2" Wide
WALK GATES		
GATE FRAME	1.5" x 1.5" 14ga boxed and welded u-frame	2" x 2" 14ga boxed and welded u-frame
PICKETS	1/2" 18ga	3/4" 16ga
RAILS	1" x 1/2" Rolled and Punched Rail, 1/8" thick	1.5" x 1/2" Rolled and Punched Rail, 1/8" Thickness
FINIALS	4" Tall x 1" Wide	6" Tall x 2" Wide
DRIVEWAY ESTATE GATES		
FRAME	2" x 2" 11ga boxed and welded u-frame	2" x 2" 11ga boxed and welded u-frame
PICKETS	1/2" 18ga	3/4" 16ga
RAILS	1" x 1/2" Rolled and Punched Rail, 1/8" thick	1.5" x 1/2" Rolled and Punched Rail, 1/8" Thickness
FINIALS	4" Tall x 1" Wide	6" Tall x 2" Wide

FENCE AND GATE POSTS

SIZE	STANDARD APPLICATION	THICKNESS
2"	Traditional Panel or Walk Gate Only	14ga
2.5"	Traditional or Signature Panel/ Walk Gate	14ga
3"	Traditional or Signature Panel/ Walk Gate	14ga
4" LT	Small Estate Gates or Special Applications	14ga
4" HD	Double Estate Driveway Gates	7ga
6" HD	Single and Double Estate Driveway Gates	7ga

- All Fence Panels and Gates Finished with a TGIC Powdercoat in Satin Black