



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 24, 2023, 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 6.27.2023 regular meeting of the design review board.

4. PROCLAMATIONS

5. CONTINUED ITEMS/OLD BUSINESS

6. NEW BUSINESS

- [A.](#) Signage Change for Cornish Pasty Co.

7. MEETING UPDATES

8. FUTURE DRB AGENDA ITEMS

9. 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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DRAFT MINUTES
REGULAR DESIGN REVIEW MEETING OF THE TOWN OF
JEROME
600 CLARK STREET
600 CLARK STREET, JEROME, ARIZONA
TUESDAY, JUNE 27, 2023, AT 6:00 PM

6:00 (0:01) 1. CALL TO ORDER/ROLL CALL

Present were Chair Brice Wood, Vice Chair Tyler Christensen, and board members John McDonald, Mimi Romberger, and Carol Wittner. Staff present included Zoning Administrator Will Blodgett

6:00 (0:32) 2. PETITIONS FROM THE PUBLIC

There were no petitions from the public.

6:00 (0:38) 3. APPROVAL OF MINUTES

Design Review Board will review and may approve Minutes from the May 23, 2023, Regular Meeting.

Chair Wood thanked Ms. Muenz for the minutes and asked if there were any questions, comments, or improvements to the minutes. Ms. Wittner said she had none, and Mr. McDonald moved to approve the minutes as presented.

Motion to approve the Minutes of the May 23, 2023, Regular Meeting as submitted

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD	X		X			
ROMBERGER		X	X			
WITTNER			X			
WOOD			X			

6:01 (1:44) 4. NEW BUSINESS

Applicant is seeking solar energy system installation for 723 Clark Street

Applicant/Owner: Jacqueline & Richard Sorrells

Zone: R1-5

Address: 723 Clark Street

APN: 401-06-026N

Applicant is seeking design review of a solar system installation for 723 Clark Street.

Discussion/Possible Action

Mr. Blodgett briefly read his analysis of the proposed project, which was the installation of photovoltaic panels at 723 Clark Street, known colloquially as "the Eagle's Nest." He said that Yavapai County listed the home as being constructed in 1950, and the 2007 survey listed the home as contributing to the NHL (National Historic Landmark) designation. The applicant's wish to install the photovoltaic panel system on the roof. He explained that the Town of Jerome adopted a set of solar design guidelines, much of which was common sense, and adopted many of the Secretary of the Interior's best practices for solar installation. Mr. Blodgett said that the project hinges on concerns about installation on historic buildings. He said that he would like to treat this home as a historic home, but we don't have any features that the SOI would be concerned with. He then gave examples of ways in which solar installation could change the features of the house and cause an issue, such as changing a roofline. He pointed to the examples in the packets, which showed schematics of close and tight mounting systems. Mr. Blodgett said that, if the workmanship is up to the par of the plans, he does not see any particular issues.

Mr. Wood commented that he had never seen a system like it, so it was quite new to him, but it looked good to his eye.

Mr. Blodgett pointed out that most of the array would be mounted on the southern side, so it should not be visible from the street-side, which he said was the best-case scenario. He asked the board members if there were any questions, comments, or concerns.

Mr. Wood said that he was pleased with it; it made a good use of that roof, and he is all for solar.

Mr. Blodgett explained that this was his first, formal review of solar, and he suspected there would be more in the future. He asked if there was anything specifically that the board would like to see in future packets.

Mr. Wood replied that we usually had a neighborhood map to go with the projects.

Vice Chair Christensen added he would also like examples of homes with existing solar projects, perhaps not in the same neighborhood, but adjacent.

Mr. Wood asked if any other members of the board had seen a similar system.

Board member Mimi Romberger said that she and her husband had installed a solar system on their house in California a long time ago, at the beginning of solar, and this system looked very nice.

Motion to approve the Solar Energy System Installation for 723 Clark Street

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
MCDONALD			X			
ROMBERGER			X			
WITTNER		X	X			
WOOD			X			

6:07 (7:23) 5. MEETING UPDATES

Mr. Blodgett said that in the month of July, we will have Ariana Urban from SHPO back to give an educational training session.

Mr. Wood asked when that would take place and Mr. Blodgett replied that it would be at a regularly scheduled meeting.

Mr. Blodgett explained that Ms. Urban had spent a day in Jerome, and they had the opportunity to speak about a number of projects: things he would start doing or would like to see. He said she was deeply impressed with everything that we have been doing, especially with the support from our council. Mr. Blodgett said that she had not seen another town in the state with this sort of support for historic preservation from both the community, and the political level.

Mr. Wood asked what her position was at SHPO.

Mr. Blodgett replied that she was the Certified Local Government Contact, or CLGC. We are a certified local government, so she is the one that he would personally reach out to for help with questions and concerns. She is also a trained historical preservationist. Mr. Blodgett expressed that he would be happy to share contact information should anyone want to reach out to Ms. Urban with any questions. He said that in the coming fiscal year, he would have a small budget specifically for historic preservation projects. He will also be able to add some new computer equipment, including some GIS software, that would allow him to enhance his ability to provide data as well as to compile it from the county and state.

Mr. Wood asked if Ms. Urban would be providing a presentation and Mr. Blodgett confirmed that she would.

In addition, Mr. Blodgett explained that he had recently been brought on board with the new agenda management software. He had experienced a technical difficulty, and that was why there had been a delay, but the system should, in theory, be more efficient. So, he explained, he was trying to maintain getting the packets out a week early and apologized for the past week.

Mr. Brice said that we have had this issue ongoing, and he hoped we could correct it.

Mr. Christensen commented that it seemed like everything was updated month-to-month and you had to relearn all of it.

Mr. Blodgett summarized by saying that those were his projects, but he will have more things to bring before the board. In terms of Planning and Zoning, things were slow at the moment, so he has been using his time for other things, such as adding new sections to the new design guidelines.

Mr. Wood said it was off subject, but he would like to add that we are in apricot season, and he was just told that there are 200 bears living on Mingus Mountain.

Mr. Blodgett replied that that speaks to a healthy forest.

There was a brief discussion on bears and mountain lions.

Mr. Wood said that the discussion had covered both items 5 and 6.

6. FUTURE DRB AGENDA ITEMS

See item Number 5.

7. ADJOURNMENT

Motion to adjourn at 6:14 p.m.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
MCDONALD			X			
ROMBERGER			X			
WITTNER	X		X			
WOOD		X	X			

Approved: _____ Date: _____

Brice Wood, Design Review Board Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
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Zoning Administrator Analysis Planning & Zoning Commission Tuesday, October 24, 2023

Item :
Location: 403 Clark Street
Applicant/Owner: Cornish Pasty Company
Zone: C-1
APN: 401-06-152H
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant (Cornish Pasty Co.) is seeking approval to change one of the signs on the front façade of the building. The existing sign mounted to the structure in two places has lettering visible facing both directions along Hwy. 89A (S. East and N. West). The applicant desires to change the facing of the sign so that the lettering is visible from lower in town along Main street. The new proposed configuration would have the lettering removed from the S. East side of the sign, and placed on the North facing surface. The N. West facing surface will remain, but the lettering will be repaired with more weather resistant lettering.

Building Background: The Cornish Pasty Company is located on the west end of the United Verde Apartments, or “UV or UVX Apartments”. Originally built in 1918 to house 32 individual apartments, the Arizona State Historic Property Inventory describes the building as;

“Three stories, concrete frame with structural tile infill, double hung windows and stucco above a concrete & stone foundation, with iron handrails and glass roofed entries suspended on decorative cables. Ceramic tile roof trim on parapet walls surrounding flat roofs with drains inside walls at corners. This building has suffered a great deal of damage due to lack of roof & downspout repair allowing water to get inside the building and break the bond between tile or concrete and stucco. Steps up one flight permit an arched door to the mechanical & storage areas on the ground level with flanking circular windows as decorative elements. The plan is basically symmetrical on two axis, being slightly modified at the north end due to the side shape.”

Description of the proposed changes from the Applicant:

Description of Proposed Update to Existing Sign: Briefly, the proposed update would allow us to add lettering to the front panel of our approved existing 3 dimensional sign so that our shop name is more visible to the main street, in hopes of attracting more business. The lettering will be flat metal with mounting holes, matte "seashell" white color. One single vertical line of text, 'CORNISH PASTY CO.' all capitalized in Clarendon Condensed font; 'CORNISH PASTY' lettering height of 8" and 'CO.' lettering height of 5" (similar to the existing letters on the left and right side panels). Please see reference images provided for specific proposed placement, measurements, material specs, and lettering style.

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 its 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.”*

Response: The sign, though double-sided, is and was considered to be one sign painted on both sides. The applicant is moving one of the sides 90 degrees to face north, but is not adding any additional surface area to the sign. The proposed sign calculates to 12 Square feet, within the zoning ordinance requirements, as shown by the exhibit below. The sign is located just over 10feet from the surface directly below it, and 8feet from the high point on the stairway adjacent, see second exhibit on the next page.

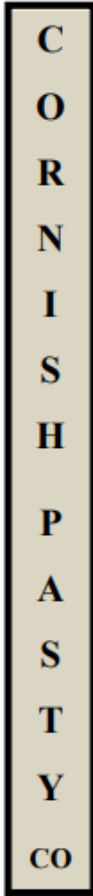
The proposed changes to the existing 3-D sign include removal of existing black 'CORNISH PASTY CO' letters on the left side face, painting the letters white, and replacing them on the frontside face of the sign. We would also like to update the current left and right side faces by replacing the current panels with new, similar semi opaque polycarbonate corrugated material. In an effort to increase business and ensure long term sustainability of CPC Jerome, the goal of these updates would be to increase visibility on Main Street and exposure to the visitors of Jerome.



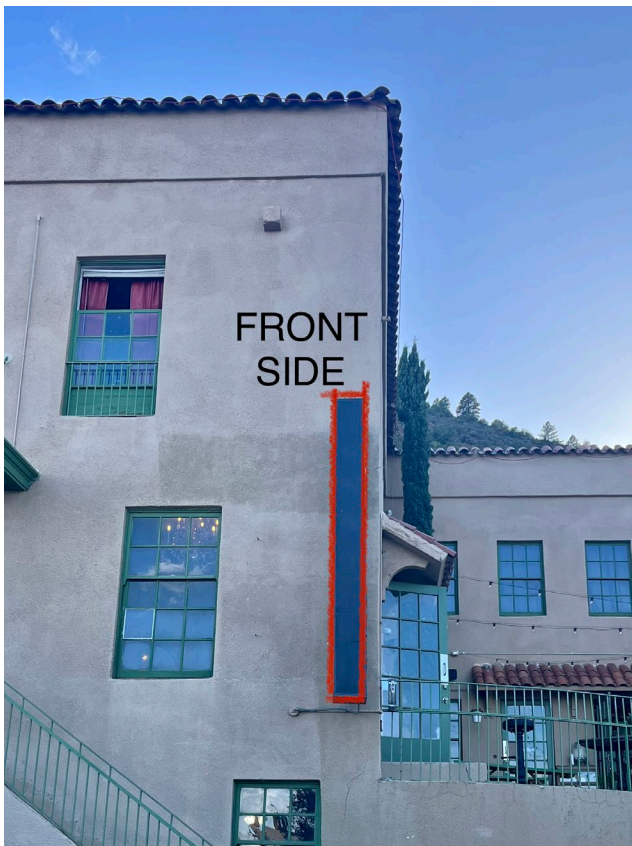
Left Panel: Letters removed, panel material inside metal frame replaced with updated similar Thermoclear Polycarbonate opal finish sheeting. Reference- <https://www.homedepot.com/p/LEXAN-Thermoclear-48-in-x-96-in-x-1-4-in-6mm-Opal-Multiwall-Polycarbonate-Sheet-PCTW4896-6MMOPL/205202511>



Front Panel: Letters from left panel replaced on front panel, painted white against existing black panel.



Right Panel: Panel material inside metal frame replaced with updated similar Thermoclear Polycarbonate opal finish sheeting.



Top Left: View of the sign from Main Street (89A) going “down hill” towards Jerome. This is the section of lettering to be removed.

Top: View of the sign from Main street (89A) headed “up” towards Mingus.

Left: Center section of the sign as visible from Main street (89A). This is the space the Lettering is to be added.

