



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

REGULAR MEETING OF THE TOWN OF JEROME
DESIGN REVIEW BOARD

DATE: Monday, February 10, 2020 TIME: 6:00 pm
PLACE: JEROME CIVIC CENTER 600 Clark St., JEROME, ARIZONA 86331

MINUTES

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Design Review Board will attend either in person or by telephone, video, or internet conferencing. The Design Review Board may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 6:00 p.m.
Roll was called by Rosa Cays, Deputy Clerk. Present were Chair Wood, Vice Chair Danny Smith, Tyler Christensen, John McDonald, and Henry Vincent.
Zoning Administrator John Knight was also present.

6:00 (00:38) ITEM 2: PETITIONS FROM THE PUBLIC - *There were no petitions from the public.*

6:00 (00:45) ITEM 3: APPROVAL OF MINUTES: Minutes of Regular DRB Meeting of January 13, 2020.

Motion to Approve the Meeting Minutes of January 13, 2020

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN		X	X			
MCDONALD	X		X			
VINCENT			X			

6:01 (01:09) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Mr. Vincent had no updates. The February 5, 2020 P&Z meeting had been rescheduled to February 12, after this DRB meeting.

6:02 (01:38) ITEM 5: Design Review Clarification

APPLICANT: Windy Jones & Josh Lindner
ADDRESS: 324 Queen Street
OWNER OF RECORD: Cuban Queen Bordello, LLC

ZONE: C-1
APN: 401-06-127

Applicant is seeking clarification on split-faced vs. slumpstone block
Mr. Knight explained the confusion from the previous DRB meeting. The applicants want the split-faced block and requested clarification that DRB approved it, too, not just the slumpstone block.
Vice Chair Smith recalled both types of block were approved and assumed the applicants would choose their preferred material.
Mr. Knight requested a motion for the record.

Motion to Approve the Split-Faced Block for the project at 324 Queen Street

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			



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6:04 (04:02) ITEM 6: Design Review for Maintenance and Repair of Roof

APPLICANT: Rusty Blair

ADDRESS: 215 Second Street

OWNER OF RECORD: Margaret Hardie and Russell Blair

ZONE: R1-5

APN: 401-07-015B

Applicant is seeking design review for reroof

Discussion/Possible Action - DRB Reso. 2020-6

Mr. Knight read from his staff report. He pointed out this is a maintenance or repair project, like for like. Mr. Knight feels it is an example of something that doesn't need to go before the board. As a town employee, Mr. Blair chose to go through the application process to be sure protocol was being followed and that it was on the record. Mr. Knight agreed to move this forward and wanted to take the opportunity to discuss this and see if it really needed to go before the board.

Vice Chair Smith talked about his roofing experience. Like for like didn't even require a building a permit (ten years ago). Mr. Knight said he's sure it's required now.

Mr. Blair approached the dais and said he did get a building permit just to be sure. He showed samples of materials that will be used for the project. He explained where they'd be used.

Chair Wood agreed the materials were very similar to those being replaced. Mr. Knight asked if the next project like this one could then be approved by the zoning administrator rather than the DRB. Chair Wood said yes; it's how it's written in the ordinance.

Motion to Approve Resolution 2020-6

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD		X	X			
VINCENT	X		X			

6:11 (10:31) ITEM 7: Design Review for Deck Replacement

APPLICANT: Scott Hudson, Copper Star Remodeling

ADDRESS: 633 Clark Street

OWNER OF RECORD: Brennan J. Neill and Heather Lee Neill

ZONE: R1-5

APN: 401-08-005

Applicant is seeking design review to replace an existing deck

Discussion/Possible Action - DRB Reso. 2020-7

Mr. Knight went over the staff report. The new sunburst railing is the only significant change to what is essentially a rework, like Mr. Blair's roof. The plywood deck will be replaced with a polyurethane deck, so that is slightly different.

Mr. McDonald asked how wide the [sunbursts] will be. Mr. Hudson answered.

Brice commented that the deck will never be seen but the sunburst railing will, so that element is more important to him.

Motion to Approve Resolution 2020-7

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD			X			
VINCENT			X			

6:15 (14:35) ITEM 8: Update Design Review Board Bylaws

APPLICANT: Town of Jerome

ADDRESS: 215 Second Street

Discussion/Possible Action - DRB Reso. 2020-8



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Chair Wood is pleased to see some of the changes, including the gender neutralization.

Mr. Knight reminded board members that Council makes the final approval once DRB recommends the changes. It was changing the meeting time that brought to his attention some of the other passages in the bylaws that he felt needed to be updated.

Mr. Christensen pointed out text that was not gender neutral on page 6, (3). Discussion ensued. It was agreed consistency was important so changing himself to themselves would be acceptable.

Vice Chair Smith brought up recusing oneself. This was further discussed. Mr. Knight explained the process of recusal.

After Resolution 2020-08 was approved, Mr. Knight asked for further clarification on further changes to the bylaws, which Chair Wood confirmed was just the one change to the reflexive pronoun from himself to themselves on page 6, (3).

Motion to Approve Resolution 2020-8 including change on pg. 6 of Bylaws

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD	X		X			
SMITH			X			
CHRISTENSEN			X			
MCDONALD		X	X			
VINCENT			X			

Informational Items:

6:24 (24:15) ITEM 9: Beale Street Shed Demolition

Mr. Knight explained what had happened to the shed. The owner is Verde Exploration, whose lawyers were concerned about safety and wanted it demolished as soon as possible. It was determined that it was indeed a safety issue so it did not have to go through the usual DRB process. The demolition permit was issued last week.

Chair Wood said he would have preferred this had gone through the regular process. It bothers him a little that it was handled this way.

Mr. Knight said it did end up being more of a hassle the way it was handled and would follow protocol in the future.

Vice Chair Smith agreed with Chair Wood.

Mr. Knight said it got complicated and took more time than he'd anticipated.

6:28 (27:50) ITEM 10: Update on Hotel Jerome Window Installation

Mr. Knight updated the board on the status of this project. He gave kudos to Hunter Bachrach for continuing to head up the project and to the town crew who will be helping with removal of debris as time allows. This will help the town save money so that all the windows can be replaced. This should happen in the next couple of months.

6:29 (29:26) ITEM 11: Future Agenda Items: March 9, 2020 DRB Meeting

Mr. Knight informed the board that the only potential item so far is Debi Foli's laundry "alcove." He has also been talking to the town attorney about possible training for the boards in March on public meeting law, Robert's Rules of Order, and some basic state laws, etc.

6:30 (30:15) ITEM 12: Updates: January 14, 2020 Council Meeting

Mr. Knight gave several updates:

- The sidewalk encroachment policy is an ordinance amendment and is affecting different sections in the zoning ordinance. Council officially initiated this at their last meeting. It will go before P&Z next.
- The parking overlay district hit a speed bump. Council asked for this to be slowed down as more business owners are now wanting to be part of this.
- Joint meetings – There is talk about scheduling this soon, possibly April. Mr. Knight asked the board members to submit agenda items for this meeting and Mr. Knight will pass them on to Council.



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- Board member Tyler Christensen's tenure is ending soon and so is Chair Wood's; both gentlemen have reapplied. Board appointments are happening tomorrow evening at the Council meeting. Joe Testone has reapplied for P&Z and Chris Babbage for BOA; Scott Hudson is not returning to P&Z; Carol Yacht is resigning from the Board of Adjustment, and Henry's liaison position is ending. There is still talk about possibly combining P&Z and Design Review boards.
- Chair Wood made a point to clarify that DRB is Design Review Board, not Design & Review Board. Deputy Clerk Rosa Cays thanked him for the clarification. Discussion ensued about the new binders and who actually needs hard copies of the agendas and who doesn't, and who needs to sign minutes and resolutions.
(36:23) Resident Nancy Robinson spoke (sound was muffled).

ITEM 13: Adjourn

Motion to Adjourn at 6:38 pm

BOARD MEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
WOOD			X			
SMITH		X	X			
CHRISTENSEN			X			
MCDONALD	X		X			
VINCENT			X			

Respectfully submitted by Rosa Cays

Approved: Brian Wood
Design Review Board Chair

Date: 4-20-2020

Attest: Rosa Cays
Deputy Clerk

Date: 20 April 2020