



# TOWN OF JEROME

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

## REGULAR MEETING OF THE DESIGN REVIEW BOARD

RESCHEDULED TO: Monday, March 16, 2020 TIME: 6:00 pm

PLACE: JEROME CIVIC CENTER  
600 Clark St., JEROME, ARIZONA 86331

## MINUTES

### 6:00 (00:06) ITEM 1: CALL TO ORDER/ROLL CALL

In Chair Brice Wood's physical absence, Board member Tyler Christensen called the meeting to order at 6:00 p.m. Roll was called by Rosa Cays, Deputy Clerk. Present were Chair Wood (by telephone), Vice Chair Danny Smith, and Board Member John McDonald.

Zoning Administrator John Knight was also present.

### 6:00 (00:46) ITEM 2: PETITIONS FROM THE PUBLIC – There were no petitions from the public.

### 6:01 (00:53) ITEM 3: Approval of Minutes: Minutes of the Regular Meeting of February 10, 2020

#### Motion to Approve the Meeting Minutes of February 10, 2020

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

### New Business:

### 6:02 (01:17) ITEM 4: Design Review for Laundry Room Enclosure

APPLICANT: Debi Foli

ADDRESS: 665 Verde Avenue

ZONE: R1-5

OWNER OF RECORD: Debra Lyn Foli 2017 Revocable Trust

APN: 401-07-037

Applicant is seeking to enclose an existing covered space to add a laundry room

#### **Discussion/Possible Action - DRB Reso. 2020-9**

Chair Wood had questions about the project regarding scale, lot coverage, etc. He would like more information.

Mr. Knight acknowledged that similar questions had been raised by neighbors. He then read from his staff report. This was initially considered an existing structure, approximately 8 by 10 feet, that the applicant would like to enclose and convert to a laundry room. It was then determined that it needed to go before DRB and not P&Z. Because it involved an existing structure, it was decided P&Z did not need to review. But after questions were asked regarding setbacks, height, coverage, etc., and after further discussion, it was decided it should go through the P&Z process. This project touches on a gray area, said Mr. Knight. He announced that the applicant's representative and contractor, Mike Simms, was present should the board have any questions.

Mr. Christensen reiterated for Chair Wood what John explained, who requested a dimension drawing of the project.

Mr. Knight said the detailed site plan was inadvertently left out of the agenda packet.

Board member John McDonald said there seemed to be no need for further discussion if the project was going to have to go to P&Z. He also apologized to the applicant for delaying the work.

Mr. Knight asked if the board was interested in seeing the plans Mr. Simms had with him.



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Vice Chair Smith suggested looking at the plans, although Chair Wood would not have access to them, and have the board vote and potentially give their approval, subject to P&Z's approval. Suggestions were made on how to provide the plans to Chair Wood, who asked about the lot coverage and if the plans illustrated this.

(07:06) Mr. Mike Simms addressed Chair Wood's questions. Three sides of the laundry alcove are already there. One side is the garage wall and two sides are retaining walls. It already has a roof, so all that is needed is to enclose the fourth side. It will be sided like the garage, insulated, and plumbed for the washer and dryer. Building Inspector Barry Wolstencroft had suggested insulating and enclosing to avoid freezing. No extra lot coverage will be encroached upon, it won't be taller, and they won't be changing the pitch of the roof.

Mr. Christensen made sure Chair Wood heard what Mr. Simms had said, and he had. Chair Wood had further questions about the plans.

Mr. Knight suggested taking a short break to make copies of the plans and email them to Chair Wood. Discussion ensued on how to proceed.

Vice Chair Smith suggested Mr. Simms show the plans to the board at the dais. Mr. Simms pointed out the laundry alcove and the elements of the renovation, including new flooring (concrete slab over existing flagstone). He then pointed out how the alcove will match the new garage and pointed out how little of it is seen from the street. Mr. Simms answered a few more questions about design elements.

### Motion to Approve DRB Resolution 2020-9 subject to P&Z Commission's Approval

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

### **6:10 (12:26) ITEM 5: Design Review for Roof Repair and Demo Work**

APPLICANT: Scott Hudson, Copper Star Remodeling

ADDRESS: 123 Beale Street

ZONE: AR

OWNER OF RECORD: Candace and Michael Gallagher

APN: 401-06-111D

Applicant is seeking design review for reroof and removal of railing and stairs

#### **Discussion/Possible Action - DRB Reso. 2020-10**

Mr. Christensen introduced the item and asked applicant Scott Hudson to approach the dais.

Mr. Hudson explained the plan that involved roof repair and demo work and answered questions from the board.

### Motion to Approve DRB Resolution 2020-10

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

### **6:12 (13:55) ITEM 6: Design Review for New Awning at Four Eight Wineworks**

APPLICANT: Matt LaVoire

ADDRESS: 140 Main Street

ZONE: C-1

OWNER OF RECORD: Beyond Sky Fire LLC

APN: 401-06-006

Applicant is seeking design review to add a new awning

#### **Discussion/Possible Action - DRB Reso. 2020-11**

Matt LaVoire presented a fabric sample to the board.

Mr. Christensen commented on the applicant's presentation and then asked questions about the dimensions of the awning.



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Vice Chair Smith asked if the awning would be similar to the other awnings along the street.

Mr. McDonald said it will be good to have more shade provided along the sidewalk, as well as shelter from the rain.

Mr. LaVoire said the motor has a sensor that will automatically extend or retract the awning depending on the setting.

### Motion to Approve DRB Resolution 2020-11

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

### **6:15 (16:46) ITEM 7: Design Review for Concrete Work**

APPLICANT: MaryBeth Barr

ADDRESS: 815 Gulch Road

OWNER OF RECORD: MaryBeth Barr

ZONE: AR

APN: 401-09-017

Applicant is seeking design review to add concrete strips to an existing driveway

#### **Discussion/Possible Action - DRB Reso. 2020-12**

MaryBeth explained to the board her reasons for wanting to add concrete slabs to her driveway, which are mostly for safety. She said weather is deteriorating the drive now so the concrete will add traction. She said it will blend in with the existing granite.

Vice Chair Smith said this was one of those items that was unnecessary to present to DRB. Ms. Barr said she was told she had to. Discussion ensued. Mr. Knight agreed and said the existing code needs to better define "small" projects. There needs to be a better understanding of what qualifies for design review.

### Motion to Approve DRB Resolution 2020-12

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

### **6:19 (20:49) ITEM 8: Design Review for Paint and Minor Demo Work**

APPLICANT: James LeBlanc

ADDRESS: 810 Hampshire

OWNER OF RECORD: James and Pamela LeBlanc

ZONE: R1-5

APN: 401-07-130

Applicant is seeking design review to paint the front fence and remove a chimney

#### **Discussion/Possible Action - DRB Reso. 2020-13**

*[We had issues with Chair Wood's telephonic connection, so discussion was slightly delayed.]*

(21:14) Jerome homeowner James LeBlanc introduced himself and informed the board he was hard of hearing. He explained what the project would entail. Board members asked him a few questions about paint color, material replacement, etc. Mr. LeBlanc said the wire fence would be painted brown to match the trim on the house; otherwise other repairs will not change the look of the property.

Chair Wood said he felt that the chimney was a "fine Jerome detail." He feels it should be preserved.

Vice Chair Smith asked if there was a safety or hazard issue with the chimney.

Mr. LeBlanc said the chimney is not being used—and would never be used—and needs quite a bit of repair. He would like to remove it in preparation for future renovations. Its removal would also free up space in the small kitchen.

Chair Wood confirmed he heard what Mr. LeBlanc had said. He still wants to preserve the chimney.

Mr. Knight suggested voting separately on the color of the fence (Part A) and the demolition of the chimney.



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Mr. McDonald agreed with this idea and moved that the fence repair and paint color be approved. Mr. Christensen seconded the motion. The motion was unanimously approved.

Mr. Knight explained that now the board could vote for (Part B), the chimney demolition work.

Mr. Christensen said he liked the look of the chimney and would like to see it stay but felt torn about DRB infringing on Mr. LeBlanc's rights as the homeowner. He was unsure about his decision.

Vice Chair Smith said in the 40 years he's lived in Jerome, he's never noticed the chimney. He also said the DRB has an obligation to save and preserve history, but what the homeowner wishes trumps what the DRB wishes. He also said old chimneys can be dangerous after a while; he's worked on them before. They weren't built with reinforcement.

Chair Wood's concern is preservation. The board has a balancing act to do here. This is why DRB is in place, to preserve the historic fabric of town.

Jerome homeowner Pam LeBlanc, Mr. LeBlanc's spouse, addressed the DRB. She said they were concerned about maintaining the integrity of the home. But she also expressed concern about being responsible for the chimney potentially falling and injuring someone. She felt that the DRB was "penalizing" them by asking them to fix something they would not even use.

Resident and businessowner Mary Wills spoke in support of project. She said the LeBlanc family are very "historically oriented" and have given homage to Katie Lee and Joey with the preservation work they are doing to the house. They are very interested in preserving the history of Jerome.

Mr. Christensen made the motion, and Mr. McDonald seconded it. Chair Wood's vote was the only nay.

### **Motion to Approve DRB Resolution 2020-13 (Part A): Fence Repair/Paint**

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

### **Motion to Approve DRB Resolution 2020-13 (Part B): Chimney Demolition**

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

### **Informational Items (Current Event Summaries):**

#### **6:33 (32:00) ITEM 9: Updates of Recent Meetings:** John Knight, Zoning Administrator

*[We continued to have issues with Chair Wood's telephonic connection and switched it to Mr. Knight's cellphone.]*

##### **a) Town Council (February 11, 2020)**

- Town Logo Updated
- CUP for 128 First Street (Nord Duplex)
- CUP for 324 Queen Street Boardinghouse
- Appointments to Boards

(35:35) Mr. Knight updated the board on the most recent Town Council decisions related to DRB. He explained the two versions of the town logo. Mr. Christensen compared them to the town logo tattoo on his arm.

Mr. Knight continued and reported that Council had approved the CUP for the Nord duplex at 128 First Street.

Mr. McDonald asked if the entrance to the lower unit was off of Main or First Street. Mr. Knight said it would be off of First Street.



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Mr. Knight continued and reported that the CUP for the Queen Street boardinghouse at 324 Queen Street was also approved. He then announced the new P&Z board member, Chuck Romberger, who was recently approved to serve on P&Z. Mr. Romberger and his wife Mimi are the new owners of the House of Joy.

**b) Planning and Zoning Commission (February 12, 2020)**

- R-2 Rezone
- Update Bylaws

(38:46) Mr. Knight announced that the R-2 Rezone had its first reading at the last Council meeting on March 10. Council had questions about the revisions to the bylaws, which are coming back to P&Z and DRB for further discussion and revisions. Mr. Knight said the Council would possibly like to see the monthly DRB meetings scheduled after the Council meetings to improve on timing of project approvals. They also had concerns about changing the time of the meetings from 7 to 6pm as well as a few other edits to the bylaws.

**6:38 (40:19) ITEM 10: Joint DRB/P&Z Training Meeting** (originally scheduled for mid-March)

Mr. Knight said the joint DRB/P&Z meeting scheduled for March 23 has been postponed. With only one new member, Chuck Romberger, it will likely be a refresher course for most board members when it does take place.

Mr. Christensen shared comments about the last joint meeting he attended. Discussion ensued.

Mr. Knight talked about what topics he was hoping to cover at the meeting and informed the board members they will all get updated electronic versions of the town code, zoning ordinance, Riggins and Robert's Rules, etc. They can also get updated hard copies by request.

Mr. Knight can meet separately with Mr. Romberger to train him.

Hopefully the joint meeting can be rescheduled in April.

**6:41 (43:20) ITEM 11: Future Agenda Items: April 13, 2020 DRB Meeting** (none currently scheduled)

Mr. Knight suggested perhaps using the April 13 date for the DRB/P&Z joint meeting.

Danny mentioned he will likely go into serious self-quarantine if the COVID virus continues to escalate, as did Mr. Christensen.

Mr. Knight mentioned the town is working on online meeting technology.

Chair Wood commented about being in self-quarantine.

**ITEM 12: Adjourn**

**Motion to Adjourn at 6:45 pm**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
WOOD				X		
SMITH			X			
CHRISTENSEN	X		X			
MCDONALD		X	X			
VINCENT			X			

Approved: Brice Wood  
Brice Wood, Design Review Board Chair

Date: 4-20-2020

Attest: Rosa Cays  
Rosa Cays, Deputy Clerk

Date: 20 April 2020

