



# 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**  
**via VIDEO CONFERENCE (Zoom)**  
**Monday, April 13, 2020 TIME: 6:00 pm**  
**600 Clark St., JEROME, ARIZONA 86331**  
**MINUTES**

*Times noted approximately correlate with the video recorded on Facebook:  
[https://www.facebook.com/watch/live/?v=533775733991970&ref=watch\\_permalink](https://www.facebook.com/watch/live/?v=533775733991970&ref=watch_permalink)*

**6:06 (8:13) CALL TO ORDER/ROLL CALL**

Chair Brice Wood called the meeting to order at 6:06 p.m.

Roll was called by Rosa Cays, Deputy Clerk. Present were Chair Wood (by telephone), Vice Chair Danny Smith, and board members Tyler Christensen and John McDonald (all by video/Zoom).

Vice Mayor Sage Harvey, town manager Candace Gallagher and zoning administrator John Knight were also present by video.

**6:08 (9:23) 2) PETITIONS FROM THE PUBLIC – There were no petitions from the public.**

**6:08 (9:31) 3) Approval of Minutes: Minutes of the Regular Meeting of March 16, 2020**

**Motion to Approve the Meeting Minutes of March 16, 2020**

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

**Continued Items: None**

**New Business:**

**6:08 (10:24) 4) Select New Officers (Chair and Vice Chair)**

**Motion to Nominate Tyler Christensen for DRB Chair**

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

**Motion to Nominate Brice Wood for DRB Vice Chair**

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



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## 6:13 (14:45) 5) Design Review for Window Replacement at Lola

APPLICANT: Mike Diehl

ADDRESS: 420 Hull Avenue ZONE: C-1

OWNER OF RECORD: Joseph Christopher and David Marbella

JT APN: 401-06-078C

Applicant is seeking design review to replace windows on front elevation

### Discussion/Possible Action - DRB Reso. 2020-14

*Newly appointed Chair Tyler Christensen introduced the agenda item.*

*Mike Diehl, the applicant for the project, went into further detail of the work involved to replace the windows.*

*Board member Danny Smith asked if the windows would look the same, which Mr. Diehl confirmed they would.*

### Motion to Approve DRB Resolution 2020-14

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

## 6:17 (18:25) (6) Update DRB Bylaws to address Council comments

APPLICANT: Town of Jerome

### Discussion/Possible Action

*Zoning administrator John Knight gave background information on why the bylaws were being updated. He reiterated that the Jerome Town Council has final say regarding changes, then reviewed the council's decisions on the suggested revisions to the bylaws.*

*Discussion ensued about changing the day of the month for the regular DRB meeting, and possibly scheduling it later in the month.*

*DRB board members all agreed that they prefer the regular meetings start at 6p rather than 7p. The council members generally preferred a start time of 7p at the March 10 regular meeting. Board members Danny Smith and John McDonald commented in favor of continuing to schedule DRB meetings at 6p.*

*Chair Christensen asked why the council didn't want to change the meeting time to 6p, and recalled the petition from the public at the last council meeting when Jerome resident Margie Hardie stated that longtime residents are used to the meetings starting at 7p.*

*Town Manager Candace Gallagher said she believed that the council did agree with Ms. Hardie's line of thought.*

*Mr. Smith commented that residents will eventually get used to the new start time.*

*Mr. Knight said he surveyed other local municipal meetings and found they generally started earlier than Jerome's.*

*Chair Christensen confirmed with board members that they prefer the 6p meeting start time.*

*Mr. Wood clarified that this would go back to council as a recommendation.*

*DRB members accepted the rest of the changes to the bylaws that council had recommended.*

*Chair Christensen said he would like to schedule meetings so that the workload is not a burden to the town staff. He also asked if the agenda packets had to be prepared by a certain time.*

*Mr. Knight said it was preferred to have packets ready a week out, but officially, 24 hours in advance of the meeting was all that was necessary.*

*In summary, Chair Christensen stated that all revisions from the Council were accepted by DRB except for the meeting time, which they prefer to remain at 6p.*

*Mr. Knight said he would prepare a memo to council.*



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### Informational Items (Current Event Summaries):

**6:29 (31:16) 7) Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

- a) **Planning and Zoning Commission** (April 1, 2020 meeting cancelled)
- b) **Council – April 14, 2020:** Community Garden, Garden Workshop, Meeting Time Change, Amendments to Zoning Ordinance
- c) **Joint DRB/P&Z Training Meeting** (to be scheduled for week of April 20 as an electronic meeting – i.e., Zoom)

Mr. Knight reviewed the informational items above. He said the April 20 meeting would likely last about two hours. Board member John McDonald pointed out April 20 was just a week away.

Mr. Knight said it could also be scheduled the following Monday, April 27. He will check with P&Z members and see what the consensus is.

Ms. Gallagher interjected that Vice Mayor Harvey had her "hand up" and wanted to make a comment.

Vice Mayor Harvey explained the reasoning behind wanting to move the DRB meeting later in the month.

Mr. Knight said that the P&Z meetings actually needed to be timed better with council meetings since the commission's decisions sometimes needed to go before the council. DRB approvals generally did not need to go before the council.

**6:35 (36:46) 8) Future DRB Agenda Items:** May 11, 2020 DRB Meeting (none currently scheduled)

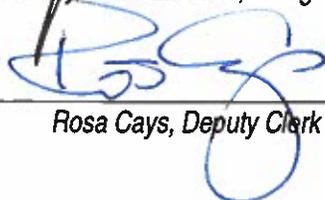
Mr. Knight said the UVX had an application in for a new awning; nothing else has been submitted at this time.

**6:35 (37:35) 9) Adjourn**

### Motion to Adjourn at 6:35 pm

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

Approved:  Date: 5.12.2020  
 Tyler Christensen, Design Review Board Chair

Attest:  Date: 12 May 2020  
 Rosa Cays, Deputy Clerk

