



TOWN OF JEROME

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

REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, October 5, 2020, 6:00 pm

AGENDA

PUBLIC PARTICIPATION IN THE MEETING

Members of the public are welcome to participate in the meeting via the following options:

1. Zoom Conference
 - a. Computer: <https://us02web.zoom.us/j/9286347943>
 - b. Telephone: 1 669 900 6833 **Meeting ID:** 928 634 7943
2. Submitting questions and comments:
 - a. If attending by Zoom video conference, click the chat button and enter your name and what you would like to address.
 - b. Email j.knight@jerome.az.gov (Please submit comments at least one hour prior to the meeting.)

Item 1: Call to order

Item 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 board. 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 unmute your microphone, state your name, and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. The board'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.

Possible Direction to Staff

Item 3: Approval of Minutes: Minutes of the regular meeting of August 31, 2020
Discussion/Possible Action

Item 4: Presentations: Official welcome of new board member Carol Wittner

Continued Items/Old Business: None

New Business:

Item 5: Design Review for garage remodel

Applicants: Don and Kathi Feher

Address: 11 Rich Street

Zone: C-1

Owner of record: Donald J. and Mary K. Feher

APN: 401-06-085

Applicants are seeking preliminary and final design review approval to add a window and new garage doors.

Discussion/Possible Action – DRB Reso. 2020-26

Item 6: Design Review for stair replacement

Applicant: Kyle W. Kelt

Address: 665 Main Street

Zone: R1-5

Owners of record: Kyle and Erica Kelt

APN: 401-07-064

Applicant is seeking preliminary and final design review to replace existing exterior wood stairs.

Discussion/Possible Action – DRB Reso. 2020-27

Informational Items (Current Event Summaries):

Item 7: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- a) **P&Z – September 16, 2020:** Study session on code amendments for residential lodging, temporary signs, and mixed use
- b) **Council – September 21, 2020 (special meeting):** Discussion and direction on setbacks, yards, and the appeals process, and P&Z's role when reviewing site plans

Item 8: Future DRB Agenda Items for November 2, 2020: 123 Beale Street fence

Item 9: Miscellaneous: SHPO awarded Jerome a Certified Local Government (CLG) grant to prepare design guidelines

Item 10: Adjourn

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6:00 p.m. on _____

- 970 Gulch Road, side of Gulch fire station, exterior posting case
- 600 Clark Street, Jerome Town Hall, exterior posting case
- 120 Main Street, Jerome Post Office, interior posting case

Rosa Cays, Deputy Clerk, Attest

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. Anyone needing clarification of an agenda item may call John Knight at (928) 634-7943.



TOWN OF JEROME

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

REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, August 31, 2020, 6:00 pm

(Rescheduled from September 7, 2020 due to Labor Day Holiday)

MINUTES

6:00 (0:00) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:00 p.m.

Rosa Cays, deputy clerk, called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald, Danny Smith, and Carol Wittner. Zoning Administrator John Knight, Mayor Alex Barber, Councilmember Jane Moore, and P&Z Commission Chair Jessamyn Ludwig were also present.

6:00 (0:35) Item 2: Petitions from the public – There were no petitions from the public.

6:01 (1:07) Item 3: Approval of Minutes: Minutes of the regular meeting of August 10, 2020

Discussion/Possible Action

Motion to Approve the Minutes of the Regular Meeting of August 10, 2020

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

Continued Items/Old Business:

(2:23) Chair Christensen moved to address Item 5 ahead of Item 4 (transcribed here in agenda order).

Motion to address Item 5 ahead of Item 4

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

6:06 (6:16) Item 4: Study session with the State Historic Preservation Office (SHPO)

Chair Christensen explained how he wanted the session to proceed. Mr. Knight shared a few introductory remarks for those new to the discussion. He referred to the draft of the Williams design guidelines that the State Historic Preservation Office (SHPO) had provided as a possible project for Jerome. Mr. Knight thought it would be a good idea to participate in a work session with the SHPO staff to learn more.

6:08 (7:57) Chris Cody of SHPO introduced himself and thanked the volunteers of Jerome for helping to preserve a very historically important place in Arizona. He also introduced his colleagues: Eric Vondy, certified local government (CLG) coordinator and Jerome's primary contact, and Dr. Patricia Dahlen, staff architect. Mr. Cody then answered the list of questions from the agenda packet. He said that if a project in Jerome is using federal or state resources, the National Historic Preservation Act and the State Historic Preservation Act require that whoever is using those resources must consult SHPO to make sure historic property is not being adversely affected, steps are being taken to mitigate any harm, and that the project is in compliance. This is SHPO's primary role in Jerome. For example, infrastructure projects that could affect historic properties or state-owned properties, like Jerome State Historic Park, would need consultation from SHPO. SHPO also helps administrate federally certified, local government programs, and provides the primary certification of a community having an effective, historic preservation ordinance and being engaged in historic preservation. This makes Jerome eligible for federal grant money. This is the gold standard. Few communities can engage in historic preservation legally without meeting the criteria of a CLG program; right now there are 30 communities in Arizona in the CLG program, and Clarkdale will be no. 31. SHPO checks in with them and keeps tabs on how preservation is going. Dr. Dahlen goes through the towns' ordinances to make sure they're legal, and preservation law has evolved significantly, so ordinances need to evolve as well.

Mr. Cody said Jerome's zoning ordinance definitely has room for improvement. He said it needs to be more detailed and easily read by someone coming to town who wants to build, especially under historic preservation guidelines; that the ordinance needs to spell out the architectural essence of what Jerome is. Mr. Cody said another concern is livability. The real keepers of historic preservation are Jerome's residents and business owners. Having a vibrant residential scene, a place to live and work need to continue to exist. He then deferred to Eric Vondy.

(6:18) Mr. Vondy said that the CLG program is federally funded and that most of the money comes from offshore oil leases in the Gulf. Grants through the CLG programs are worth up to \$20K and can be used for everything but brick and mortar, like help with design guidelines. He confirmed that the grant cycle is open right now and closes September 15.

Mr. Cody encouraged Mr. Knight and the boards to reach out and apply for a grant, and that SHPO would help with the process. Mr. Vondy said the grant application is not very difficult and is only a few pages.

Mr. Knight said it was probably too quick for this grant cycle as he would need to present this to the Council.

Mr. Cody said that Jerome is important to the staff at SHPO, who would help develop design guidelines and are always available to answer questions. He then asked Ms. Dahlen to opine on what is acceptable new or in-fill construction adjacent to historical buildings.

Dr. Dahlen said the Secretary of the Interior's [Standards for] Rehabilitation are the key to the creation of the town's design guidelines, especially the ninth of ten guidelines: that new construction should be distinct but compatible. She said this basically means new construction should fit in character but not mimic or emulate historic features. Dr. Dahlen said the guidelines can be general or specific about this. She suggested looking at the other 30 CLG communities' guidelines and said Williams or Prescott could be good models. Community guidelines in other states could also help.

Mr. Cody told the story of Charleston and how because of their unconstitutional guidelines, were threatened with a lawsuit by a developer whose project had been denied. They approved the project to avoid the lawsuit and now have an eyesore of a building in their historic district. Charleston had to redo their guidelines.

Mr. Brice Wood said he thought Charleston was one of the first towns to have historic guidelines; could it be their ordinances were out of date? Mr. Cody confirmed this, and that Charleston's guidelines had been updated in the 1970s and '80s (from the 1930s) but not with a well-developed standard, like Williams's guidelines. He mentioned reading "visually compatible" in Jerome's ordinance and that it could be considered arbitrary (and capricious), which is the issue in Charleston. He said when a clear template is presented to builders of projects, they're most likely going to follow the template. But when people don't know what to do, that's when trouble happens. If a clear roadmap is provided, then money loss and lawsuits can be avoided.

Mr. Cody answered the next question about the benefits of acquiring a historic designation, which he said was a state property tax program for residential buildings, which Mr. Vondy oversees, and a federal historic rehabilitation tax credit for commercial structures, which Dr. Dahlen administers.

Mr. Vondy said Jerome has several residences in the program receiving a property tax break as long as they maintain certain elements of their home to keep it as a "contributor to the Jerome historic district." He said about 8,000 Arizona residences across the state take advantage of the program.

Mr. Knight said he has spoken with several Jerome homeowners who are fearful of pursuing a historical designation because they would be prohibited from changing out windows, building an addition, etc., by SHPO ("the government").

Mr. Vondy said Jerome's guidelines would likely be harsher than anything SHPO would do, and that homeowners would simply have to add SHPO as reviewers of their project. He said he did not recall a Jerome project ever being denied, and that it would likely happen at the local rather than the state level. Mr. Cody added that the worst that could happen is the homeowner would be dropped from the tax program.

Mr. Knight verified that a new homeowner of an historically designated property could opt out of the program, and with good guidelines and a good design review board, the applicant would not encounter much trouble with SHPO. Mr. Vondy agreed.

Mr. Cody said SHPO is permissive and wants to give residents the tax break whenever possible.

Chair Christensen asked if this applied to a demolished historic house, and if it would affect the town's historic designation.

Mr. Cody said for Jerome to lose historic status, it would have to be a catastrophic event of great destruction. He said there are levels of historic status and that Jerome currently enjoys one of the absolute highest as a National Historic Landmark (NHL). He said below that is the National Register Historic District and historic "integrity," which is determined by the percentage of historic buildings in that district. Mr. Cody said SHPO would want to do everything possible to help Jerome keep its NHL status and would work with the National Trust and the President's Advisory Council for Historic Preservation and would try to intervene with Jerome's leadership. The fight is for Jerome's historic integrity, not historic designation.

Mr. Vondy said in Arizona only Roosevelt Dam has lost its historic status, and that Tombstone did have a threatened status 12–15 years ago, but a planning strategy and intervention saved them.

(34:30) Jerome resident Margie Hardie said part of the town's historic overlay district includes property and structures not within municipal boundaries, e.g., the Little Daisy and the state park. She asked what influence they have on Jerome's historic character and vice versa.

Mr. Cody said Jerome would have two courses of action: annexation, which would be preferred (and to which Margie remarked, "Been there, tried that") or wield influence through the county. He said Pima County is a CLG, and that if Jerome wanted to pursue protections, SHPO would help. Discussion ensued.

Mr. Vondy said Jerome became a national landmark before the National Register of Historic Places was created and was later added in the 1970s, but with no paperwork. He said in the early 1990s, someone went through Jerome and determined the "contributors" and "noncontributors" of this status, so from 1992 to 2007 it was the inventory SHPO had to use. In 2006 Jerome received a pass-through grant and turned it over to the Jerome Historical Society to create an updated 2007 inventory.

Mr. Cody said an inventory update could be funded by a CLG grant.

Ms. Hardie said her interest are the "bits" owned by the town that she wants to protect. She asked if partial inventories could be done.

Mr. Vondy said yes, an inventory of retaining walls, steps, etc., could be done. He said Jerome's retaining walls were built by Italian masons, so yes, it would be a valid inventory, and that grants are not solely for buildings.

Ms. Hardie listed facets of preservation: buildings, architecture, landscape, which contribute to historic character. She asked for thoughts on this and how Jerome could achieve historic character.

Mr. Cody said he had read it described as someone walking down street who would feel transported in time and place to the significant period of the town. He talked about a streetscape—a collection of buildings, street width, retaining walls, light fixtures, and how they all contribute to the feeling of the environment. Mr. Cody said each streetscape has its own elements of importance. For the guidelines, a big question would be what in a streetscape makes Jerome feel like Jerome? Mr. Vondy shared the example of the Winterhaven neighborhood in Tucson.

Dr. Dehlan said it would be valuable in the town's design guidelines to determine what are Jerome's character-defining features, like landscaping. Mr. Vondy said you also don't want to create a false sense of history.

Councilmember Moore asked what the best way is to encourage residents to preserve and enhance the valuable qualities of Jerome, the "quirky mountainside mining town architecture." She also asked how new construction can be compatible/complimentary without looking fake or detract from the historical architecture. She mentioned DRB Vice Chair Brice Wood's pamphlet of different neighborhood styles, showing that Company Hill is known for its Victorian houses and the Gulch is made up of miners' shacks, for example. She said it seems Jerome needs to restructure its design guidelines and design review. Ms. Moore also asked if the town can prevent demolition or disrepair of neglected historic houses and if there is a program to help. She mentioned she had found the applications for historic landmark status from 1967 and 1975, and that they had the same concerns and asked the same questions eight years apart. Ms. Moore said the main thing is how can the town encourage people to do the renovations and help people whose places are falling apart?

Mr. Cody said Ms. Moore's questions are the "timeless, greatest hits of historic preservation." He said there are economic incentives and that property values can increase in historic districts; that historic preservation can drive other industries and isn't just for looks. He said "demolition by neglect" is very common in Arizona and that the League of Cities and Towns has tried to pass legislation to empower municipalities to fight blight. He elaborated on this and said these neglected places end up being safety issues and that there are not many public incentive programs to help homeowners; what most towns can do is place a lien on a neglected property, a drastic level of intervention. He said SHPO plans to distribute new scholarship and legal analysis to city attorneys and CLGs in the next year to help with historic preservation. Mr. Cody said a sense of place is what Jerome has going for it.

Chair Christensen mentioned that Mayor Barber had commented that Jerome has this ordinance already. Mr. Knight said Jerome did adopt a property maintenance code, which the mayor said was used with the Flood House on Company Hill and with the Tamale Ladies house on North Drive, and that the zoning administrator at the time was able to reason with the homeowners. Mr. Cody commended the town for having this in place.

Ms. Moore asked again if there was money available to help people in need to fix their places. She said there is willful neglect happening with homes in Jerome. Mr. Vondy said the Great Recession wiped out that funding.

Mr. Cody said there are some tools that can be deployed, e.g., community land trusts that work with neighborhood stabilization grants. He said other states are more aggressive with property tax remittance, but there's a catch-22: a homeowner can get funding to fix a roof, but that raises property taxes that they also cannot afford. He said talking with state legislators is one avenue; that it is more expensive to upkeep historic buildings so the government should assist, and that Arizona should do a better job of helping homeowners.

Mr. Knight mentioned that Ms. Hardie had commented that CDBG grants have been used by Jerome homeowners.

Mr. Cody encouraged Jerome to call on them, that SHPO is here to help, and thanked everyone for their service in protecting Jerome.

New Business:

6:03 (3:42) Item 5: Design Review for signage at Wrenwood and Hawthorn

Applicants: Brett and Erica Jurisin

Address: 367 Main Street

Zone: C-1

Owner of record: Sullivan Apartments, LLC

APN: 401-06-026N

Applicants are seeking preliminary and final design review for a new hanging sign and window signage for a new business (at the former location of Threads on Main)

Discussion/Possible Action – DRB Reso. 2020-25

Chair Christensen introduced the item, and Mr. Knight filled in the details and stated that the application and sign meet all the zoning requirements in terms of size and height above the sidewalk.

(4:49) Business owner and Jerome resident Brett Jurisin introduced himself and spoke briefly about his new retail business, which will sell mostly American, handmade, home accessories.

Motion to Approve Resolution 2020-25

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

6:59 (59:01) Item 6: Community Garden Design Update

Applicant: Town of Jerome

Address: Middle Park

Owner of record: Town of Jerome

Zone: C-1

APN: 401-06-015

Update on the status of the Community Garden and various design features

Discussion/Possible Action

Mr. Knight updated the board on the garden's progress. He said Public Works needs to put a water line in next and that the raised beds will be placed once they are done. He acknowledged Jerome resident Wendy Irving-Mills for the site plan she created and the shed she designed.

(1:00:58) Ms. Irving-Mills shared details about the shed design. She said it is a 8-by-12-foot floorplan at the moment, to be constructed with wood siding, corrugated metal, and reclaimed materials, in hopes that residents may have a stockpile of materials they would be willing to donate. The design is meant to not be "overpowering."

Chair Christensen praised Ms. Irving-Mills' work and thanked her for her time and skills.

Mr. Knight announced that wood has been donated by Candace and Michael Gallagher from their old sauna, and he is still hoping for tin to be donated. Mr. Smith suggested Phil Tovrea may have tin he would be willing to donate.

Mr. Knight said he hopes the beds are filled by the end of September.

Chair Christensen asked if there is a reservation list for people to sign up for a bed. Mr. Knight said nine people have reserved a bed. Discussion ensued. He said volunteers get first dibs.

Chair Christensen asked where the dirt would be coming from.

Mr. Knight said he would be checking with Bedrock to see what they have; that the soil Mr. Tovrea had offered was too rocky.

Ms. Moore asked if the shed should perhaps go at the upper end of the garden, above and behind Middle Park.

Chair Christensen said he was more concerned that it be placed where it can be used. Mr. Knight said the shed needs to be placed on level ground.

Mr. Smith suggested planting bushes around it.

Mr. Smith asked about making the garden javelina proof. Mr. Knight told him a fence will be erected. Comments were made about how tough javelina are, so fence should be quite sturdy.

Informational Items (Current Event Summaries):

7:12 (1:12:13) Item 7: Updates of Recent and Upcoming Meetings: John Knight, Zoning Administrator

- Council – August 11, 2020:** Updates to the residential parking ordinance and appointment of Carol Wittner to the Design Review Board
- Council – August 20, 2020:** Adopting election results and initiating ordinance amendments for stair setbacks and appeals to Council

Mr. Knight said the parking permit ordinance has been updated and improved; that the Council did appoint Carol Wittner on DRB and accepted the August 20 election results. He mentioned the discussion at the P&Z meeting on setbacks and the appeal process, which was also discussed at the August 20 Council meeting.

7:14 (1:14:02) Item 8: Future DRB Agenda Items: 123 Beale Street fence

Mr. Knight said he believed the fence would still be on the agenda for the October 5 meeting. He also mentioned that P&Z still needs one more member and asked the board members to personally encourage anyone they think might serve, which is how Ms. Wittner joined DRB—Mr. Woods encouraged her.

Chair Christensen suggested asking Bob Bouwman or Susan Gregory, candidates who ran for Town Council.

Item 9: Adjourn

Motion to Adjourn at 7:16 p.m.

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

Approved: _____ Date: _____

Tyler Christensen, Design Review Board Chair

Attest: _____ Date: _____

Rosa Cays, Deputy Clerk



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, October 5, 2020

ITEM 5: Design Review for garage remodel
Location: 11 Rich Street
Applicant/Owner: Don and Kathi Feher
ZONE: C-1
APN: 401-06-085
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator
Resolution: DRB Resolution 2020-26

Summary and Background: The applicants are seeking preliminary and final design review to add a window and new doors to an existing garage. At the July 13, 2020 Design Review Board (DRB) meeting, the applicant received DRB approval for the same property. The applicant has revised their plans and would like approval for the current proposal instead.

Discussion: The applicants' proposal includes one "new" window on the front elevation, a new "man door," and two new garage doors. The doors will be clad in zinc to give them an historical look. The window is salvaged from another project and was originally used in Jerome.

Review by Fire Chief: The Fire Chief has reviewed the proposal and does not have any concerns since the proposed improvements do not change the original footprint of the building.

Ordinance Compliance: The Design Review Board shall review the applicant's proposal for compliance with the code sections noted below.

Section 304.F.1.i. Review Procedures and Criteria:

- i. ACCESSORY BUILDINGS - Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related.*

Response: The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. The applicants' proposal appears to meet these criteria through use of compatible colors and materials.

Section 304.F.2. Review Procedures and Criteria:

- 2. The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*

- a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*
- b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
- c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

Response: The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. The applicants' proposal appears to be compatible with the colors and materials on the existing building.

Recommendation: The Zoning Administrator recommends that the DRB approve Resolution 2020-26 with the conditions included.

Attachments:

- DRB Resolution 2020-26
- Application and supplemental information



TOWN OF JEROME

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

DRB Resolution 2020-26 Approving Design Review for Garage Remodel

WHEREAS, the Town of Jerome has received an application from Don and Kathi Feher for preliminary and final design review to add a window and doors to an existing garage at 11 Rich Street (APN 401-06-085); and

WHEREAS, the property is in the C-1 zoning district; and

WHEREAS, the Design Review Board has determined that a public hearing is not necessary under Zoning Ordinance Section 304.F.5.; and

WHEREAS, the Design Review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark; and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal and finds that the applicable criteria have been satisfied:

1. Accessory Buildings - Garages, carports, and sheds shall be visually compatible with buildings, structures, and places to which they are visually related.
2. Architectural features and details - Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
3. Roofs – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
4. Color – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
5. Materials and Texture – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as near as possible to the original material and texture.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design review to add windows and a door to an existing garage at 11 Rich Street is hereby approved, subject to the following conditions:

DRB RESOLUTION NO. 2020-26

1. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
2. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, or construction materials, may require additional review by the Planning and Zoning Commission and/or the Design Review Board.
3. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes, but is not limited to, how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof drains shall not be directed across sidewalks.
4. **Building Permit Submittal and Code Requirements** - The applicant/s shall consult with the Building Inspector and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking, and setbacks (Section 508).
5. **Compliance with plans** – The project shall be completed in compliance with the approved plans and elevations.
6. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of approved conditions from both the Design Review Board and/or Planning and Zoning Commission.
7. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.
8. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 5th day of October 2020.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Tyler Christensen, Chair



TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

File #:

Town Use

General Land Use Application – Check all that apply

- | | | |
|-------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Site Plan Review \$100 | <input checked="" type="checkbox"/> Design Review \$50/\$200 | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200 | <input type="checkbox"/> Signage/Awning \$50 | <input type="checkbox"/> Paint/Roofing \$0 |
| <input type="checkbox"/> Time Extension \$0 | <input type="checkbox"/> Variance \$200 | <input type="checkbox"/> Other: _____ |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

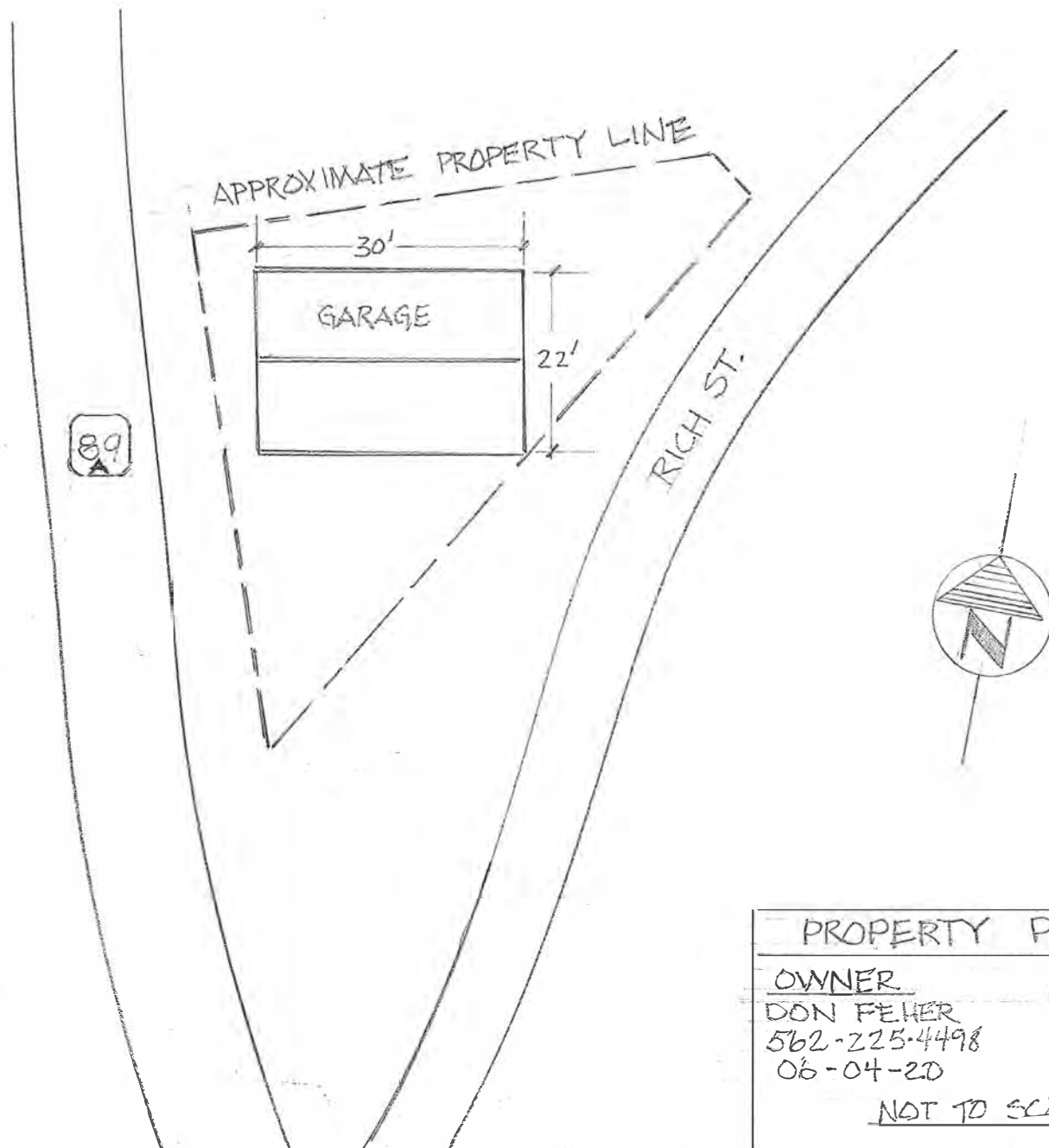
Applicant: Don & Kathi Feher	Owner: Don & Kathi Feher
Applicant address: PO Box 244 Jerome AZ 86331	Owner Mailing Address: PO Box 244 Jerome AZ 86331
Applicant role/title: owner	
Applicant phone: 562 225 4498	Owner phone: 562 225 4498
Applicant email: feher.sailing@gmail.com	Owner email: feher.sailing@gmail.com
Project address: 11 Rich Street	Parcel number: 401-06-085
Describe project: addendum to existing project: modify garage doors and add man-door and window to south side of building	

- 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. These criteria are included in the Jerome Zoning Ordinance.
- 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: *Don Feher* Date: 09/18/20
Owner Signature: *Don Feher* Date: 09/18/20

For Town Use Only	
Received from: <u>Don Feher</u>	Date: <u>9/23/2020</u>
Received the sum of \$ <u>50.00</u> as: <input checked="" type="checkbox"/> Check No. <u>1117</u> <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>KM</u>	For: <u>DRB</u>
Tentative Meeting Date/s - DRB: <u>Oct. 5, 2020</u> P&Z: _____	

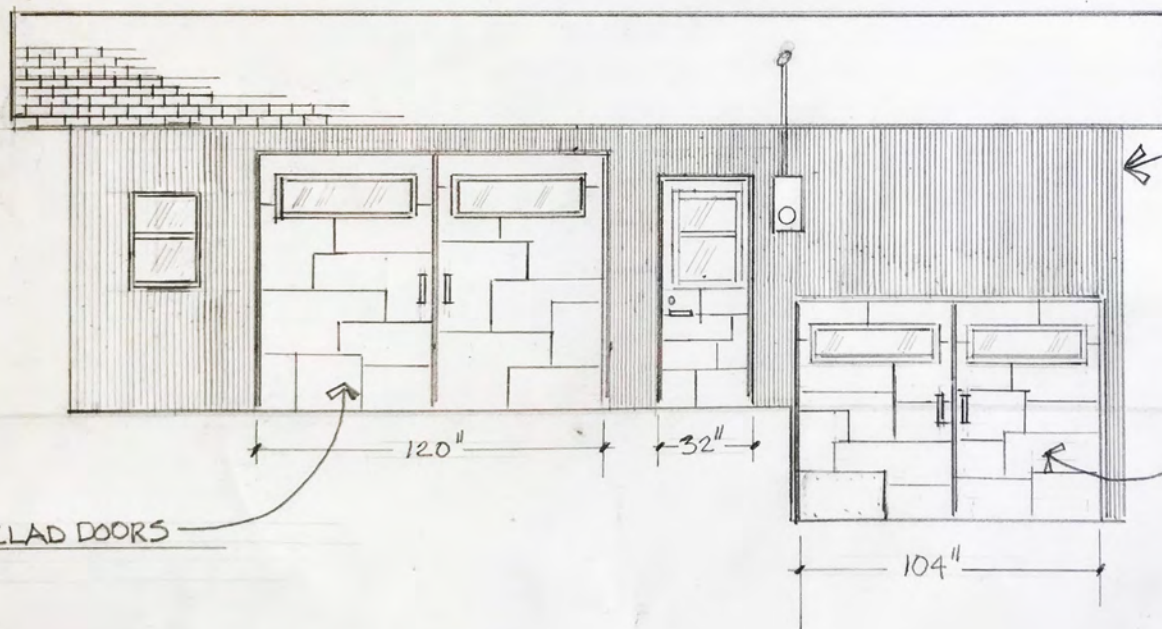
E-mail completed forms and application information to: John Knight, Zoning Administrator j.knight@jerome.az.gov



PROPERTY PLAN

OWNER	ADDRESS
DON FEHER	11 RICH ST
562-225-4498	JEROME, AZ
06-04-20	86331

NOT TO SCALE



RECLAIMED CORRIGATED SIDING
TO MATCH BUILDING

BASEMENT DOORS

ZINC CLAD DOORS

SOUTH ELEVATION

11 RICH STREET

Front elevation (existing) – garage doors to be updated, window added and “man door” added



Rear elevation (no changes proposed)



Right elevation (no change proposed)



Left Elevation (no changes proposed)





TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

OFFICE (928) 634-7943 FAX (928) 634-0715

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, October 5, 2020

ITEM 6: Design Review for stair replacement
Location: 665 Main Street
Applicant/Owner: Kyle W. Kelt
ZONE: R1-5
APN: 401-07-064
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator
Resolution: DRB Resolution 2020-27

Summary: The applicant is seeking preliminary and final design review to replace exterior wood stairs. The stairs are the primary access to their property.

Discussion: Access to the applicant's property is currently from Main Street through an access easement. The lower portion near Main street is constructed of wood and needs to be replaced. The applicant proposes to replace the existing stairs with more durable, metal stairs. The stair treads will be wood (to make it easier for their dog/s to use). Only the lower, wood portion of the stairs will be replaced. The upper portion of their stairs is constructed of stone and concrete and will remain in place. In addition to the lower stairs, work also includes a new metal handrail for the upper stone stairs.

Except for the wood treads, the stairs are nearly identical to the ones recently approved by the DRB for the Bustrin property on School Street. The applicant has included pictures of the Bustrin stairs as an example (see attached).

Review by Fire Chief: The Fire Chief has reviewed the proposal and believes that the new, metal stairs will make it safer for the firefighters (and other emergency personnel) to access the property.

Ordinance Compliance: The Design Review Board shall review the applicant's proposal for compliance with the code sections noted below.

Section 304.F.2. Review Procedures and Criteria:

2. *The Design Review Board shall review a submitted application for Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:*
 - a. *ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.*

- b. *ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.*
- c. *COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.*
- d. *MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.*

Response: The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. The applicant's proposal appears to be compatible with the colors and materials on the existing building.

Recommendation: The Zoning Administrator recommends that the DRB approve Resolution 2020-27 with the conditions included.

Attachments:

- DRB Resolution 2020-27
- Application and supplemental information



TOWN OF JEROME

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

DRB Resolution 2020-27 Approving Design Review for stair replacement

WHEREAS, the Town of Jerome has received an application from Kyle W. Kelt for preliminary and final design review to replace existing, exterior wood stairs at 665 Main Street (APN 401-07-064); and

WHEREAS, the property is in the R1-5 zoning district; and

WHEREAS, the Design Review Board has determined that a public hearing is not necessary under Zoning Ordinance Section 304.F.5.; and

WHEREAS, the Design Review process is intended to promote and preserve Jerome's economic and environmental well-being and preserve its distinctive character, natural attractiveness, and overall architectural quality, all of which contribute substantially to its viability as a recreational and tourist center and to its designation as a National Historic Landmark; and

WHEREAS, the Design Review Board has carefully reviewed the applicant's proposal and finds that the applicable criteria have been satisfied:

1. Accessory Buildings - Garages, carports, and sheds shall be visually compatible with buildings, structures, and places to which they are visually related.
2. Architectural features and details - Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
3. Roofs – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
4. Color – Exterior colors should be as near as possible to the original colors appropriate to the years during which the building or structure was built.
5. Materials and Texture – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as near as possible to the original material and texture.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the preliminary and final design review to replace existing, exterior wood stairs is hereby approved, subject to the following conditions:

DRB RESOLUTION NO. 2020-27

1. **Construction Hours and Noise** – Construction and noise shall be limited between 8:00 pm and 7:00 am in accordance with Section 10-1-13.C. of the Jerome Town Code.
2. **Other Improvements/Changes** – Any subsequent modifications or changes to the Plans, including but not limited to changes in setbacks, square footage, fences, siding, roofing, height, or construction materials, may require additional review by the Planning and Zoning Commission and/or the Design Review Board.
3. **Drainage** - The building permit submittal shall indicate both existing and proposed drainage. This includes, but is not limited to, how drainage will be collected (such as from roof drains) and directed to provide disposal and protection of neighboring properties. This may include splash blocks, swales, detention basins, and gravel catchments to help dissipate hydraulic energy. Roof drains shall not be directed across sidewalks.
4. **Building Permit Submittal and Code Requirements** - The applicant/s shall consult with the Building Inspector and submit detailed drawings for building permits that clearly demonstrate compliance with all Code requirements, including, but not limited to, coverage, height, parking, and setbacks (Section 505).
5. **Compliance with plans** – The project shall be completed in compliance with the approved plans and elevations.
6. **Conditions on Plans** – The building permit plan submittal shall include a sheet with a list of approved conditions from both the Design Review Board and/or Planning and Zoning Commission.
7. **Expiration of Approval** – This approval shall become null and void if a building permit is not issued within six (6) months of final Design Review Board approval of this application. If necessary, the applicant may request an extension by the approval body, if the extension is submitted prior to approval expiration.
8. **Appeal** – Any applicant who is aggrieved by the Design Review Board decision may petition the Mayor or Council for a review within thirty (30) days of the decision. Questions of aesthetics or design standards are not appealable to the Mayor and Council but may be presented to a Court of Record within thirty (30) days of the decision. Additionally, if in the opinion of the Zoning Administrator a decision is not in conformance with the Zoning Code or Comprehensive plan, the Zoning Administrator may request a review by the Mayor and Council within thirty (30) days. By specific motion during an official meeting, the Mayor and Council may refuse to consider a request for review brought by the Zoning Administrator. Finally, the Mayor and Council shall maintain the right to review all decisions of the Design Review Board.

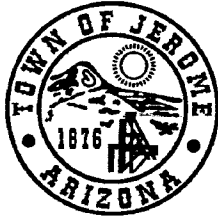
ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 5th day of October 2020.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Tyler Christensen, Chair



File #: _____

Town Use

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

- | | | |
|------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> Site Plan Review \$100 | <input checked="" type="checkbox"/> Design Review \$50/\$200 | <input type="checkbox"/> Conditional Use Permit (CUP) \$100 |
| <input type="checkbox"/> Demolition \$50/\$200 | <input type="checkbox"/> Signage/Awning \$50 | <input type="checkbox"/> Paint/Roofing \$0 |
| <input type="checkbox"/> Time Extension \$0 | <input type="checkbox"/> Variance \$200 | <input type="checkbox"/> Other: _____ |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

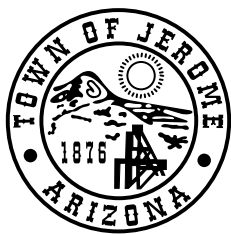
Applicant: Kyle W. Kelt	Owner: Kyle W. Kelt
Applicant address: 665 Main St Jerome, AZ 86331	Owner Mailing Address: PO Box 11 Jerome, AZ 86331
Applicant role/title: Owner	
Applicant phone: 916-337-0709	Owner phone: 916-337-0709
Applicant email: kylewkelt@yahoo.com	Owner email: kylewkelt@yahoo.com
Project address: 665 Main St., Jerome, AZ 86331	Parcel number: 401-07-064
Describe project: Remove and replace existing exterior wood stairs	

- 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. These criteria are included in the Jerome Zoning Ordinance.
- 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: Kyle W. Kelt Date: 9/22/2020
Owner Signature: Kyle W. Kelt Date: 9/22/2020

For Town Use Only	
Received from: _____	Date: _____
Received the sum of \$ _____ as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: _____	For: _____
Tentative Meeting Date/s - DRB: _____ P&Z: _____	

E-mail completed forms and application information to: John Knight, Zoning Administrator j.knight@jerome.az.gov



Design Review Application Checklist

Each application will be filed with the zoning administrator and forwarded to the Jerome Design Review Board once the application has been reviewed by staff and determined to be complete. All application materials must be submitted electronically in PDF format (8.5-by-11 inches or 11-by-17 inches). Contact the zoning administrator at 928-634-7943 if assistance is needed regarding submitting materials.

- ☒ General Land Use Application Form
- ☒ Written narrative of the proposed project, uses, hours of operation, number of employees, etc.
- ☒ Plot plan or site layout, including all improvements drawn to scale
- ☒ Elevations (all sides of proposed building or project) drawn to scale
- ☒ Photographs showing all sides of existing structures
- ☒ Photographs showing adjoining properties, buildings and structures
- ☒ Material samples
- ☒ Color samples
- ☒ Explanation and location of any building or structure to be demolished or removed
- ☐ Location of trees and other natural features
- ☐ Utility locations and connections
- ☐ Method of disposal for storm drainage (including energy dissipaters and retention/detention)
- ☐ Fire sprinkler and fire safety components
- ☐ Landscape plan
- ☐ Lighting plan and lighting fixtures
- ☐ Signage (if applicable)
- ☐ Additional information requested by Zoning Administrator
 - ☐ _____
 - ☐ _____
 - ☐ _____

Design Review Plan

Kelt residence
665 Main St
Jerome AZ 86331-0011

Project – Remove and replace existing exterior wood stairs

Remove existing exterior wood staircase approx. 13' long and 3' wide and replace with metal frame staircase, redwood treads and 42" Victorian fence both sides. Stairs also have 1 5/8" round handrail one side and continues addition 21' along stone stairs/walkway and painted with Rust-Oleum Hammered Bronze. New stairs are 42' wide. Area under stairs to be covered with concrete and stone approximately 4" thick.

Property is used only by owners and guests. Property is not rented or leased.

Description of Property and plot map from Yavapai Title;
(See attachment "Legal Property Description.pdf" and "Detail Plan Site.pdf")

Parcel I

Main Property is Parcel #401-07-064 lot 23 and 27

Parcel II

An easement for ingress and egress over and across Lots 4,5,6, Block 1 of Mountain View Subdivision A driveway 10 feet along the westerly property line of Lot 6, a stairway and parking area as they exist.

Parcel III

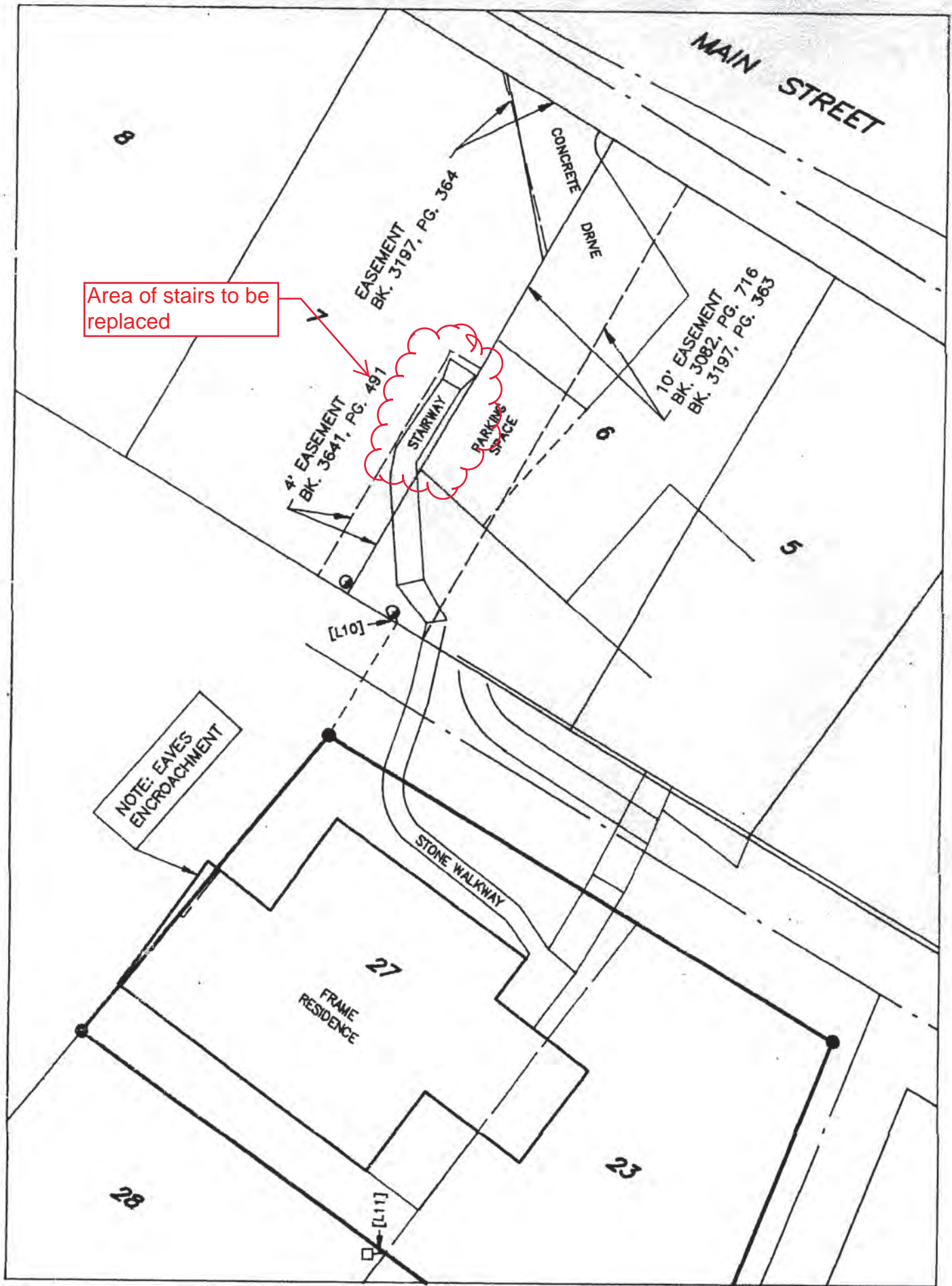
An easement for ingress and egress over and across Lot 7, Block 1 of Mountain View Subdivision

- Beginning at the most northeasterly corner of Lot 7 as the Point of Beginning;
- Thence in a Northeasterly direction along the Northerly lot line of Lot 7, a distance of 15 feet;
- Thence in a Southeasterly direction to a point on the lot line between Lots 7 and 6, Block 1, that lies 15 feet Southwest of the most Northeast corner of Lot 7;
- Thence Northeasterly along boundary line between Lots 7 and 6, a distance of 15 feet, more or less to the Point of Beginning;

Parcel IV

An easement for ingress and egress over and across the following described property

- That portion of Lot 7, Block 1, Mountain View Subdivision
- Beginning at the most Southeasterly corner of said Lot 7 as the Point of Beginning;
- Thence in a Northwesterly direction along the Southerly lot line of Lot 7, a distance of 4 feet;
- Thence in a Northeasterly direction parallel with the Easterly lot line, a distance of 30 feet;
- Thence Southeasterly 4 feet to a point on the Easterly Lot line;
- Thence Southwesterly along the Easterly lot line, a distance of 30 feet, more or less, to the Point of Beginning;



DETAIL

665 Main street stairs modeled after current project at 538 School Street. Pics below. Differences include redwood treads in lieu of metal grates.



Additional example of new railing at 538 School St. facing Main street



Pics of Existing Stairs – 665 Main St., Jerome, AZ 86331





665 Main St - Pics of rock stairs above the wood stairs
Looking Up – first level of rock stairs from wood stairs



Looking Up – second level of rock stairs from wood gate



Top level of stairs at house



Looking down on rock stairs from wood gate to wood stairs



665 Main Street, Jerome, AZ 86331

Paint Sample – Rust-Oleum Hammered Bronze



665 Main Street – Pics of neighboring properties



