



# 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 *(Note New Meeting Time)*

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

### AGENDA

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

**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 commission. 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 commission’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 January 13, 2020  
**Discussion/Possible Action/ Possible Direction to Staff**

**ITEM 4: Summary of Recent P&Z Activities:** Henry Vincent, P&Z Liaison  
**Discussion/Possible Action/ Possible Direction to Staff**

**Continued Items: None**

**New Business:**

#### **ITEM 5: Design Review Clarification**

APPLICANT: Windy Jones/Josh Lindner

ADDRESS: 324 Queen Street

OWNER OF RECORD: Cuban Queen Bordello, LLC

Applicant is seeking clarification on split-faced vs. slumpstone block

ZONE: C-1

APN: 401-06-127

#### **Discussion/Possible Action**

#### **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

Applicant is seeking design review for reroof

ZONE: R1-5

APN: 401-07-015B

#### **Discussion/Possible Action - DRB Reso. 2020-6**

#### **ITEM 7: Design Review for Deck Replacement**

APPLICANT: Scott Hudson, Copper Star Remodeling

ADDRESS: 633 Clark Street

OWNER OF RECORD: Neill Brennan James & Heather Lee JT

Applicant is seeking design review to replace an existing deck

ZONE: R1-5

APN: 401-08-005

#### **Discussion/Possible Action - DRB Reso. 2020-7**

#### **ITEM 8: Update Design Review Board Bylaws**

APPLICANT: Town of Jerome

ADDRESS: 215 Second Street

#### **Discussion/Possible Action - DRB Reso. 2020-8**



# TOWN OF JEROME

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

## Informational Items:

**ITEM 9: Beale Street Shed Demolition**

**ITEM 10: Update on Hotel Jerome Window Installation**

**ITEM 11: Future Agenda Items:** March 9, 2020 DRB Meeting

**ITEM 12: Updates:** January 14, 2020 Council Meeting

**ITEM 13: Adjourn**

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6:00 p.m. on \_\_\_\_\_, 2020

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 sufficient time to make arrangements. Anyone needing clarification on a P&Z Commission agenda item may call John Knight at (928) 634-7943.*



# 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, January 13, 2020 TIME: 6:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

## MINUTES

### 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 Vice Chair Danny Smith, Tyler Christensen, John McDonald, and Henry Vincent.

Zoning Administrator John Knight was also present.

The audio of this meeting was inadvertently recorded in three segments: #1, #2, and #3.

**6:00 (#1, 00:38) ITEM 2: PETITIONS FROM THE PUBLIC** – There were no petitions from the public.

**6:00 (#1, 00:45) ITEM 3: APPROVAL OF MINUTES:** Minutes of Regular DRB Meeting of December 9, 2019.

#### Motion to Approve the Meeting Minutes of December 9, 2019

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

**6:01 (#1, 01:38) ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION**

Mr. Vincent updated DRB members on recent P&Z activities.

**6:03 (#1, 03:23) ITEM 5: Design Review for Single-Family Home**

APPLICANT: Matt Dougan

ADDRESS: 174 North Drive

OWNER OF RECORD: Celurius LLC (Terrill Currington)

Applicant is seeking preliminary and final site plan review.

ZONE: R1-5

APN: 401-11-012N

#### **Discussion/Possible Action - DRB Reso. 2020-1**

Chair Wood made a motion to move to the central table in the chambers to better see the larger set of plans and discuss the item there.

#### Motion to move to central table in chambers to better view architectural plans

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

The board members moved to the central table to view architect Matt Dougan's site plan. Chair Wood talked about the advantage of being able to look at the larger site plan.

6:04 (#2, 1:09) Mr. Dougan spoke about the revised design, which now complies with the zoning height restriction. He spoke about several design finishes and the style of the home. Comments were made as he pointed them out on the site plan.

Chair Wood asked if the board members understood what changes were made to the site plan.

Mr. Knight reminded the board that this has been presented to P&Z Commission and that the original and revised plans were

# TOWN OF JEROME

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

included in their packets.

6:07 (#2, 2:50) Mr. Dougan continued with describing the design elements of the home.

Chair Wood expressed he was pleased with the design and asked resident (and neighbor of proposed home) Richard Johnson for his input.

6:10 (#2, 04:36) Resident Richard Johnson supports the design and talked about the similar roof pitch to his home.

Mr. Knight asked Mr. Johnson to clarify his name and address for the record.

6:11 (#2, 5:39) Mr. Dougan spoke about Mr. Johnson's home in relation to his client's home; Mr. Johnson pointed out the lots that separate them. Mr. Dougan stated that his client purchased his lot from Mr. Johnson.

Mr. Knight asked Mr. Dougan a few more questions about the "round" door and pointed out to the board members that images were included in their packets.

6:12 (#2, 6:39) Mr. Johnson pointed out that the design worked well with the circular elements of his home; Mr. Dougan agreed there is a visual relationship.

Chair Wood said, "Dundee and North Drive are their own thing."

Mr. Knight spoke about the resolutions in the board packets.

DRB members returned to the dais.

## Motion to Approve DRB Resolution 2020-1

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

## **6:15 (#3, 00:10) ITEM 6: Demolition Permit for Shed**

APPLICANT: Don and Paula Nord

ADDRESS: 128 First Street

OWNER OF RECORD: Don and Paula Nord

ZONE: C-1

APN: 401-10-006

Applicant is seeking a demolition permit to remove an old shed/garage.

### **Discussion/Possible Action - DRB Reso. 2020-2**

Mr. Knight explained the condition of the shed.

Chair Wood stated that in general, he "resists the notion of demolition" and explained why. He also understood the desire to clear the land.

## Motion to Approve DRB Resolution 2020-2

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

## **6:19 (#3, 04:05) ITEM 7: Design Review for new sign face**

APPLICANT: John and Brigid McLoughlin

ADDRESS: 114 Jerome Avenue (formerly Jerome Jewelry and Gifts)

OWNER OF RECORD: Jerome 114 Avenue LLC

ZONE: C-1

APN: 401-06-003E

Applicant is seeking a Design Review approval to replace an existing sign with a new face.

### **Discussion/Possible Action (Recommendation to Council) - DRB Reso. 2020-3**

Chair Wood made a comment about the design of the sign.

Mr. Knight gave background on the location and sign. The sign for the previous business at 114 Jerome Avenue, Jerome Jewelry and Gifts, was taken down, which exposed an old sign. Mr. Knight said the new sign for Old Jerome Winery meets all the zoning ordinance criteria.

Chair Wood asked if the height also met the zoning criteria, and Mr. Knight said it did. Chair Wood asked applicant Ms. Brigid McLoughlin to share which of the two designs in the packet presented to the board that she preferred. She approached the dais.

# TOWN OF JEROME

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

6:21 (#3, 6:20) Ms. McLoughlin said she preferred the design marked #4 (white background).  
A few comments were made by the board members regarding design #4.

## Motion to Approve DRB Resolution 2020-3

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

## **6:23 (#3, 07:48) ITEM 8: Design Review for new sign face**

APPLICANT: Eric Jurisin

ADDRESS: 309 Main Street (Clinkscale Building; formerly Mile High Grill & Inn) ZONE: C-1

OWNER OF RECORD: 309 Main Street LLC

APN: 401-06-022B

Applicant is seeking a Design Review approval to replace an existing sign with a new face.

### **Discussion/Possible Action (Recommendation to Council) – DRB Reso. 2020-4**

Chair Wood introduced the item, and pointed out that the name of the building, now the new name of the restaurant, was etched into the façade of the building. Chair Wood said, “Good choice.”

Vice Chair Smith made a comment about using the same sign and just changing the wording.

6:25 (#3, 8:20) Applicant Eric Jurisin explained that only two sides of the three-sided sign would show the name of the new restaurant.

Chair Wood asked if the side facing the street would be removed.

6:25 (#3, 8:28) Mr. Jurisin replied yes and that three sides was “too much.”

Board member Tyler Christensen made a comment about similar signs being approved in the past and was concerned about the light the new sign would be emitting.

Chair Wood said this has been addressed in the zoning ordinance. Discussion ensued.

Mr. Knight read from the ordinance.

## Motion to Approve DRB Resolution 2020-4

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

## **6:26 (#3, 11:06) ITEM 9: Design Review for new mixed-use commercial building**

APPLICANT: Josh Lindner and Windy Jones

ADDRESS: 324 Queen Street (site of former Cuban Queen)

ZONE: C-1

OWNER OF RECORD: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant is seeking design review for a retail building with a boarding house.

### **Discussion/Possible Action/Recommendation to Council – DRB Reso. 2020-5**

Chair Wood started the discussion by asking the applicants if they had heard of a paper called Geology and Landslide Activity on Arizona SR 89A in Jerome, Arizona, a seismic report by the Arizona Dept. of Transportation (ADOT) from 2003.

6:26 (#3, 11:38) Applicant Windy Jones replied they were aware of it, but that 324 Queen Street is out of the “active slide belt.”

Chair Wood said they were in the “subsidence” area. He pulled out a map and asked if the board was familiar with the report.

Chair Wood expressed concern about the town being exposed to liability if they approve the project and down the road it starts to slide downhill. He proposed getting the town attorney’s opinion before approving this item.

Chair Wood then gave more background on the origin of the report.

(#3, 14:16) Glen Odegard of Nordic Builders spoke of some of the engineering and geological findings from the job site and the original Cuban Queen structure.

Chair Wood turned the topic back to the town’s exposure to liability and wants to discuss with the town attorney and table the item until then.

Vice Chair Smith asked if this had already been approved by the Planning and Zoning Commission.

# TOWN OF JEROME

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

Mr. Knight confirmed that it was. Mr. Knight said it was not unreasonable to talk with the town attorney about liability if the board would like that to happen.

Chair Wood asked if P&Z was asked about liability. Mr. Knight said no. He is willing to ask the attorney, but in his opinion, he doesn't think town has liability if they have the applicants meet all the requirements, have engineers sign off on the plans, etc. It's ultimately the applicants' responsibility.

Vice Chair Smith said this is why he asked the question and feels this is more to do with planning and zoning, not DRB.

Board member Henry Vincent spoke. He said asking for the attorney's opinion is kicking the can down the road. Applicants are entitled to prompt due process and honest consideration of plans; the issue of subsidence and other geological concerns are part of the application process, including engineering. He does not support the chair's idea.

Chair Wood replied that he was asking a question that was in the town's interest.

Mr. Knight said he would get clarification from the attorney regarding town liability.

Chair Wood said he still wanted to table the item until after Mr. Knight has spoken with the attorney. He moved to table the item.

None of the members second the motion.

Mr. Wood asked if anyone cared to make a motion.

Mr. McDonald did and added he thought input from the town attorney would be informational.

## Motion to Approve DRB Resolution 2020-5

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

## **6:36 (#3, 20:30) ITEM 10: Future Agenda Items:** February 10, 2020 DRB Meeting

Mr. Knight had one item to add: a request for a shed demolition on Beale Street. Mr. Knight explained owners may request a special meeting for this to expedite the approval process and post a notice as soon as possible.

Vice Chair Smith said a couple more weeks of the shed existing as is won't make much difference.

Mr. Knight expressed it is ultimately the property owner's responsibility to tape off the area to keep the public out of danger.

## **ITEM 11: Updates:** December 10, 2019 Council Meeting

Chair Wood skipped this item.

## **6:39 (#3, 23:12) ITEM 12: To and from Board members**

- Discussion to/from Board members on any other subject not specifically listed on the agenda

### **Discussion/Possible Direction to Staff**

Chair Wood said he'd been wanting to address this item. He explained "Around the Board" used to be a regular item on the agenda at the end of every meeting. It was mostly about future agenda items. Talk ensued about what can and cannot be discussed before it is publicly posted.

Mr. Knight explained it was mostly for informational items, like reporting back about a workshop attended.

Chair Wood thought Item 10: Future Agenda Items covered this.

## **6:42 (#3, 26:20) ITEM 13: Adjourn**

### Motion to Adjourn at 6:42 pm

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

Approval on next page.

# 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, January 13, 2020 TIME: 6:00 pm

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

### MINUTES

*Respectfully submitted by Rosa Cays on February 10, 2020.*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Design Review Board Chair*

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
*Deputy Clerk*

DRAFT



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

February 10, 2020

**ITEM 5:** Design Review clarification  
**Location:** 324 Queen Street (formerly the Cuban Queen)  
**Applicant/Owner:** Windy Jones and Josh Lindner/Cuban Queen Bordello LLC  
**ZONE:** C-1  
**APN:** 401-06-127  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** The applicant is seeking clarification from the DRB on the type of block that was approved. At the last DRB meeting on January 13, 2020, the applicant presented two options: one was a slumpstone block and the other was a split-faced block. The applicant prefers the split-faced block but wants to confirm that it was approved by the DRB.

**Recommendation:** The zoning administrator recommends approval of the split-faced block option.

**Attachment:** Picture of split-faced block



*Split face block*





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

February 10, 2020

**ITEM 6:** Design Review for Maintenance and Roof Repair  
**Location:** 215 Second Street  
**Applicant/Owner:** Rusty Blair/Margaret Hardie and Russell Blair  
**ZONE:** R1-5  
**APN:** 401-07-015B  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests Design Review approval to replace/repair roofing on their home.

### Zoning Ordinance Compliance -

**Section 304.J. Exclusions:** *Nothing in this Section shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure; nor shall anything in this article be construed to prevent the construction, reconstruction, alteration or demolition of any such elements which the authorized municipal officers shall certify as required by public safety.*

**Response:** This section exempts ordinary maintenance and repair from requiring design review board approval. In initial discussions with the applicant, it appears that the proposed roof work falls into this category. However, the applicant has specifically requested that the DRB review and approve the proposed roof work. The DRB may wish to discuss whether work of this type falls into the category of "ordinary maintenance and repair" or whether DRB approval is required.

**Section 304.F.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.*

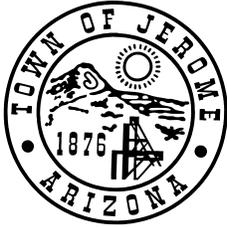
**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding roofing. Note that conditions may be added if necessary.

**Conditions:** A resolution with conditions is included for DRB consideration.

**Recommendation:** The zoning administrator recommends the DRB approve Resolution 2020-6 with the conditions included.

**Attachments:**

- DRB Resolution 2020-6



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## DRB RESOLUTION NO. 2020-6 APPROVING DESIGN REVIEW FOR A REROOF AT 215 SECOND STREET

WHEREAS, the Town of Jerome has received an application from Rusty Blair for Preliminary and Final Design Review to replace roofing material on a single-family home at 215 Second Street Drive (APN 401-07-015B); 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 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. **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.
2. **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.
3. **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.
4. **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 for a reroof of a single-family home at 215 Second Street is hereby approved, subject to the following conditions:

1. **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.

**DRB RESOLUTION NO. 2020-6**

2. **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 any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10<sup>th</sup> day of February 2020.

ATTEST:

APPROVED:

\_\_\_\_\_  
Rosa Cays, Deputy Town Clerk

\_\_\_\_\_  
Chairman Brice Wood



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

## APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: Rusty Blair  
MAILING ADDRESS: PO Box 414  
TELEPHONE: 928 300 8701 EMAIL: blair@jeromefire.us  
PROJECT ADDRESS: 215 Second St.  
PARCEL NUMBER: 401-07-015B ZONE DISTRICT: R1-5  
APPLICATION FOR (Please describe the project.): Re-roof house

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: Rusty Blair DATE: 1-22-20

### TOWN USE BELOW

RECEIVED FROM: Rusty Blair DATE: 1/22/20

Received the sum of \$ 0 as:  Check No. \_\_\_\_\_  Cash  Credit Card

**Note - no fee required for reroof** Per Fee schedule – Ordinance 331

BY: John Knight FOR: Design Review Reroof

#### PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

#### REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Commercial projects, and some residential projects may require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors may be required for construction projects per A.R.S. §32-1121.

**REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION §304**

Each application will be filed with the Zoning Administrator and forwarded to the Design Review Board. The application shall be submitted with eight (8) copies of a plan. The plan shall be on paper not measuring more than twenty-four inches by thirty-six inches (24" x 36") and drawn to a scale not smaller than (40') forty feet to the inch.

Applications for Design Review Board shall include eight (8) copies of the following required items:

- Plot plan or site layout, including all improvements drawn to scale
- Elevations (all sides of proposed building or project) drawn to scale
- Legible photographs showing all sides of existing structures
- Legible photographs showing adjoining properties, buildings and structures
- Materials samples
- Color samples
- Explanation and location of any building or structure to be demolished or removed
- Additional information requested by Zoning Administrator
- Additional information may be requested by Design Review Board at preliminary review.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION	PORCHES / DECKS / PROJECTIONS	LANDSCAPING
OPENINGS	MATERIALS / TEXTURE / COLOR	SCREENING
PATTERN	ROOFS	VISUAL COMPATIBILITY
SPACING	ARCHITECTURAL DETAILS	LIGHTING
ENTRANCES	ACCESSORY FEATURES	

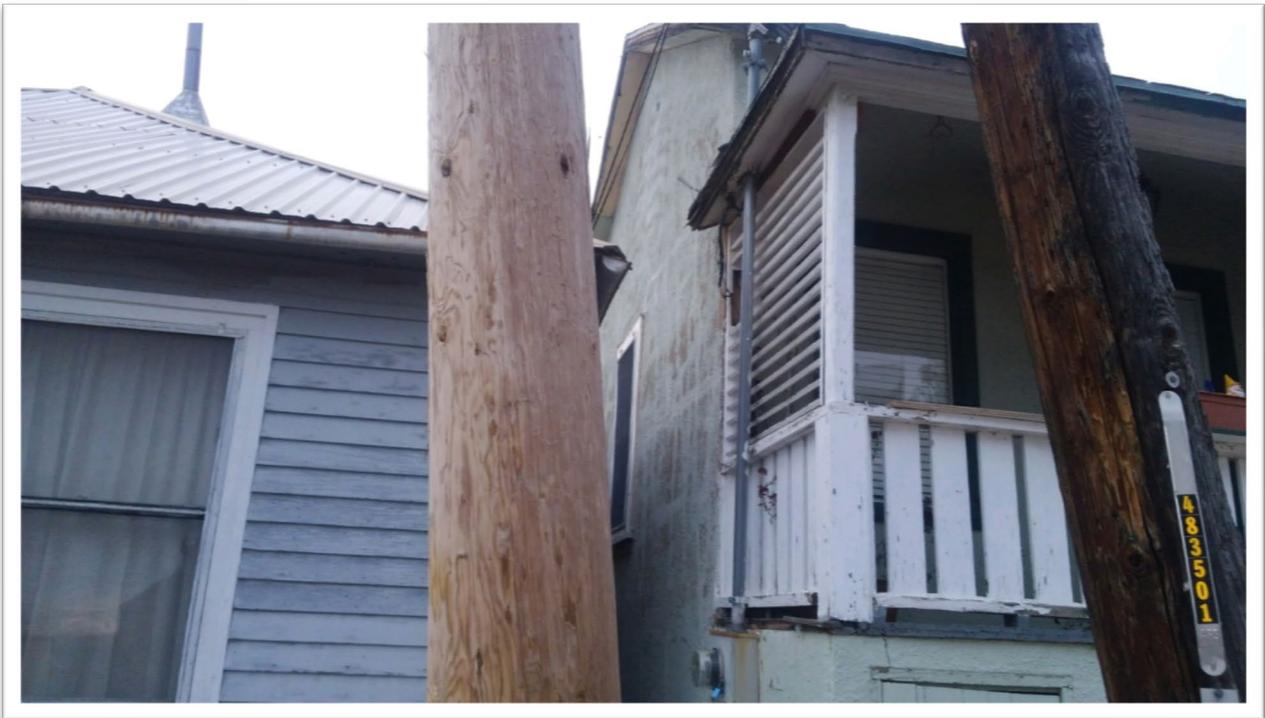
Additional information requested by Design Review Board. **The following items to be submitted for DRB final approval.**

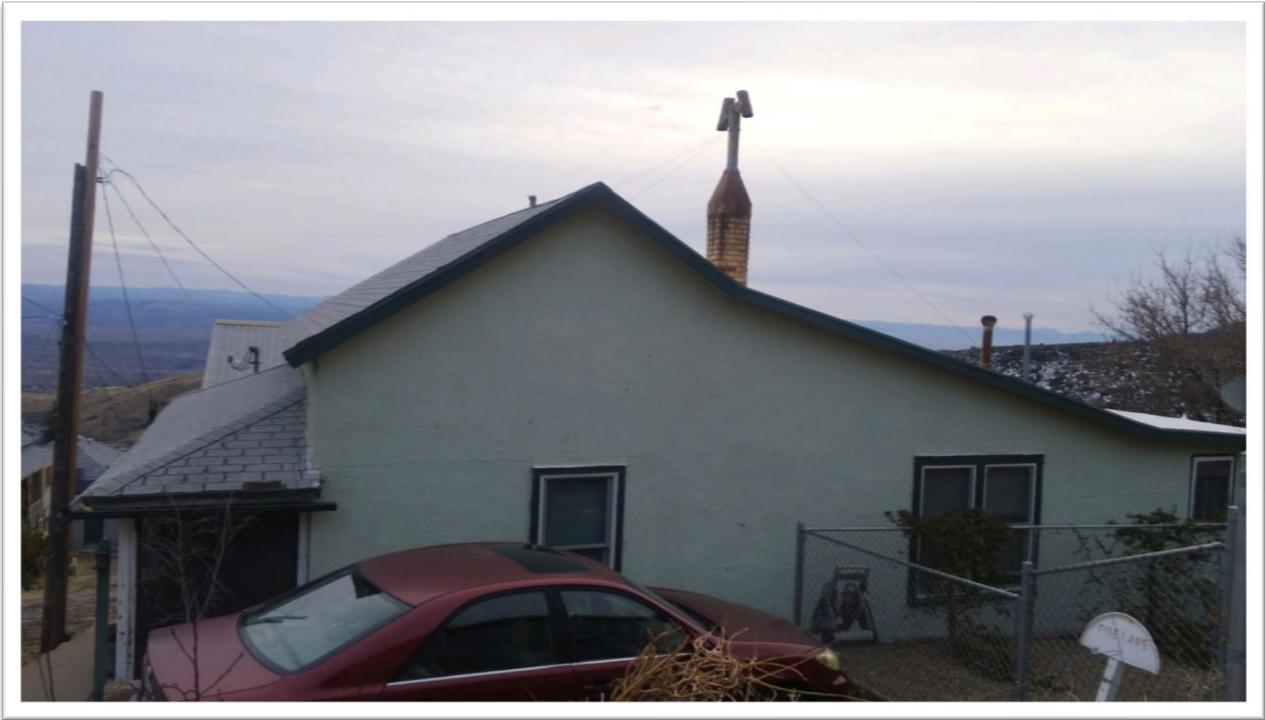
**DEMOLITION** – Please review ZONING ORDINANCE §304.D.2 and §304.F.3.

- Plot plan or site layout
- Legible photos showing all sides of the building or structure to be demolished
- Legible photos showing adjoining properties
- Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

**SIGNS & EXTERIOR PAINT, ONE-PAGE APPLICATIONS ARE AVAILABLE.**









# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

February 10, 2020

**ITEM 7:** Design Review for Maintenance and Deck Repair  
**Location:** 633 Clark Street  
**Applicant/Owner:** Scott Hudson/Neill Brennan & Heather Lee JT  
**ZONE:** R1-5  
**APN:** 401-08-005  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** Applicant requests Design Review approval to replace/repair an existing deck. The proposed work includes (1) repairing and replacing the existing deck, (2) changing the railing to a sunburst pattern, and (3) changing the eave posts from 4x4s to rough-sawn 8x8s.

### Zoning Ordinance Compliance -

**Section 304.J. Exclusions:** *Nothing in this Section shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure; nor shall anything in this article be construed to prevent the construction, reconstruction, alteration or demolition of any such elements which the authorized municipal officers shall certify as required by public safety.*

**Response:** This section exempts ordinary maintenance and repair from requiring design review board approval. Although the deck is being replaced in the same location and size, the change in the railing design and inclusion of 8x8s requires design review board approval.

**Section 304.F.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.*

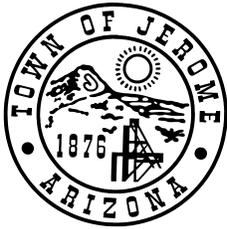
**Response:** The Design Review Board (DRB) shall review the application for compliance with the above-referenced criteria and refer to the specific criteria regarding architectural features and details. Note that conditions may be added if necessary.

**Conditions:** A resolution with conditions is included for DRB consideration.

**Recommendation:** The zoning administrator recommends that the DRB approve Resolution 2020-7 with the conditions included.

**Attachments:**

- DRB Resolution 2020-7



# TOWN OF JEROME

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

## DRB RESOLUTION NO. 2020-7 APPROVING DESIGN REVIEW FOR DECK REPLACEMENT AT 633 CLARK STREET

WHEREAS, the Town of Jerome has received an application from Scott Hudson for Preliminary and Final Design Review to replace and repair a deck on a single-family home at 633 Clark Street (APN 401-08-005); 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 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. **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.
2. **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.
3. **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.
4. **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 to replace and repair a deck on a single-family home at 633 Clark Street is hereby approved, subject to the following conditions:

1. **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.

**DRB RESOLUTION NO. 2020-7**

2. **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 any and all decisions of the Design Review Board.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10<sup>th</sup> day of February 2020.

ATTEST:

APPROVED:

\_\_\_\_\_  
Rosa Cays, Deputy Town Clerk

\_\_\_\_\_  
Chairman Brice Wood



Founded 1876  
Incorporated 1899

# TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

## APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT NAME: Scott Hudson  
MAILING ADDRESS: PO Box 1082  
TELEPHONE: 928-301-6715 EMAIL: scottmudson@startmail.com  
PROJECT ADDRESS: 633 Clark Street  
PARCEL NUMBER: 401-08-005 ZONE DISTRICT: R1-5  
APPLICATION FOR (Please describe the project.): Deck Rebuild

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT SIGNATURE: signed copy on file DATE: 1/28/2020

### TOWN USE BELOW

RECEIVED FROM: Scott Hudson DATE: \_\_\_\_\_

Received the sum of \$ 50 as:  Check No. \_\_\_\_\_  Cash  Credit Card

*Per Fee schedule – Ordinance 331*

BY: \_\_\_\_\_ FOR: \_\_\_\_\_

### PLEASE NOTE:

After approval from the Planning & Zoning Commission and Design Review Board, most building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit.

### REGARDING BUILDING PERMITS:

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Commercial projects, and some residential projects may require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors may be required for construction projects per A.R.S. §32-1121.

## REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION §304

Each application will be filed with the Zoning Administrator and forwarded to the Design Review Board. The application shall be submitted with eight (8) copies of a plan. The plan shall be on paper not measuring more than twenty-four inches by thirty-six inches (24" x 36") and drawn to a scale not smaller than (40') forty feet to the inch.

Applications for Design Review Board shall include eight (8) copies of the following required items:

- Plot plan or site layout, including all improvements drawn to scale
- Elevations (all sides of proposed building or project) drawn to scale
- Legible photographs showing all sides of existing structures
- Legible photographs showing adjoining properties, buildings and structures
- Materials samples
- Color samples
- Explanation and location of any building or structure to be demolished or removed
- Additional information requested by Zoning Administrator
- Additional information may be requested by Design Review Board at preliminary review.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION	PORCHES / DECKS / PROJECTIONS	LANDSCAPING
OPENINGS	MATERIALS / TEXTURE / COLOR	SCREENING
PATTERN	ROOFS	VISUAL COMPATIBILITY
SPACING	ARCHITECTURAL DETAILS	LIGHTING
ENTRANCES	ACCESSORY FEATURES	

Additional information requested by Design Review Board. **The following items to be submitted for DRB final approval.**

---

## DEMOLITION – Please review ZONING ORDINANCE §304.D.2 and §304.F.3.

- Plot plan or site layout
- Legible photos showing all sides of the building or structure to be demolished
- Legible photos showing adjoining properties
- Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

## SIGNS & EXTERIOR PAINT, ONE-PAGE APPLICATIONS ARE AVAILABLE.

January 27, 20

Scott Hudson

Copper Star Remodeling

657 Main St

Jerome, AZ 86331

To Whom It May Concern:

I am submitting plans to re-build the front deck on 633 Clark st.

The deck will be built similar to the existing one with two changes: 1. Railing will be installed in a sunburst pattern. 2. Posts holding up eaves will be changed from 4x4's to 8x8 rough sawn.

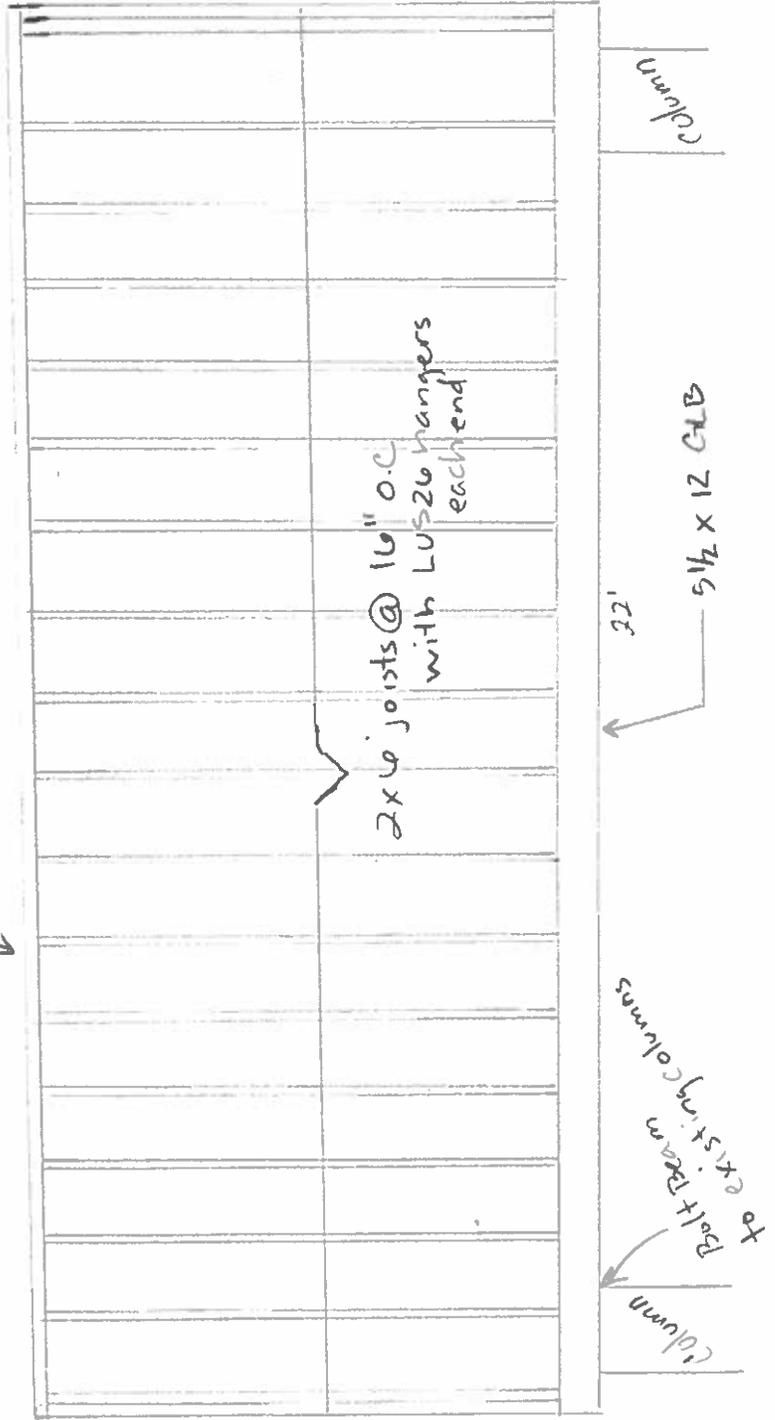
Paint color will be white.

Thank you,

Scott Hudson

Jerome Deck  
633 Clark St.

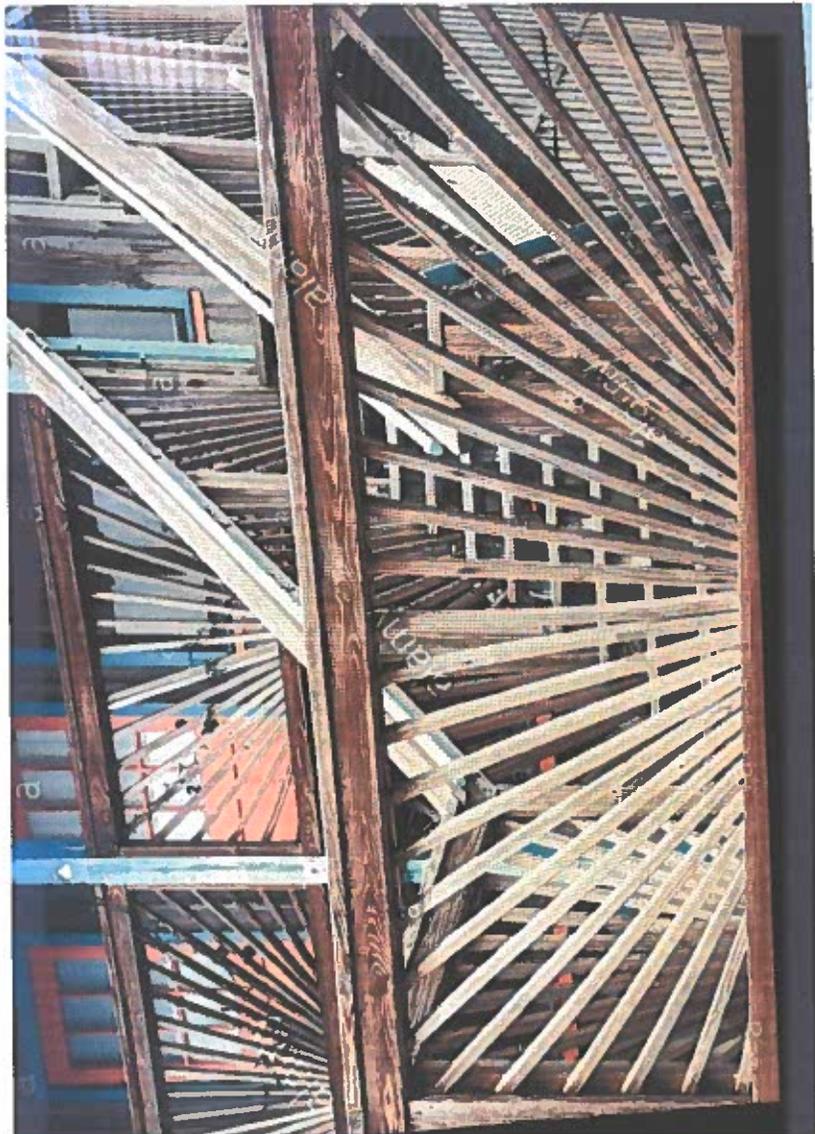
2x8 ACQ pressure Treated Ledger  
with 6" x 5/8 titans Bolts staggered  
every 16" O.C. 3/4 T&G plywood over 2x6  
joist glued and screwed 6" and 8" seams and fid.

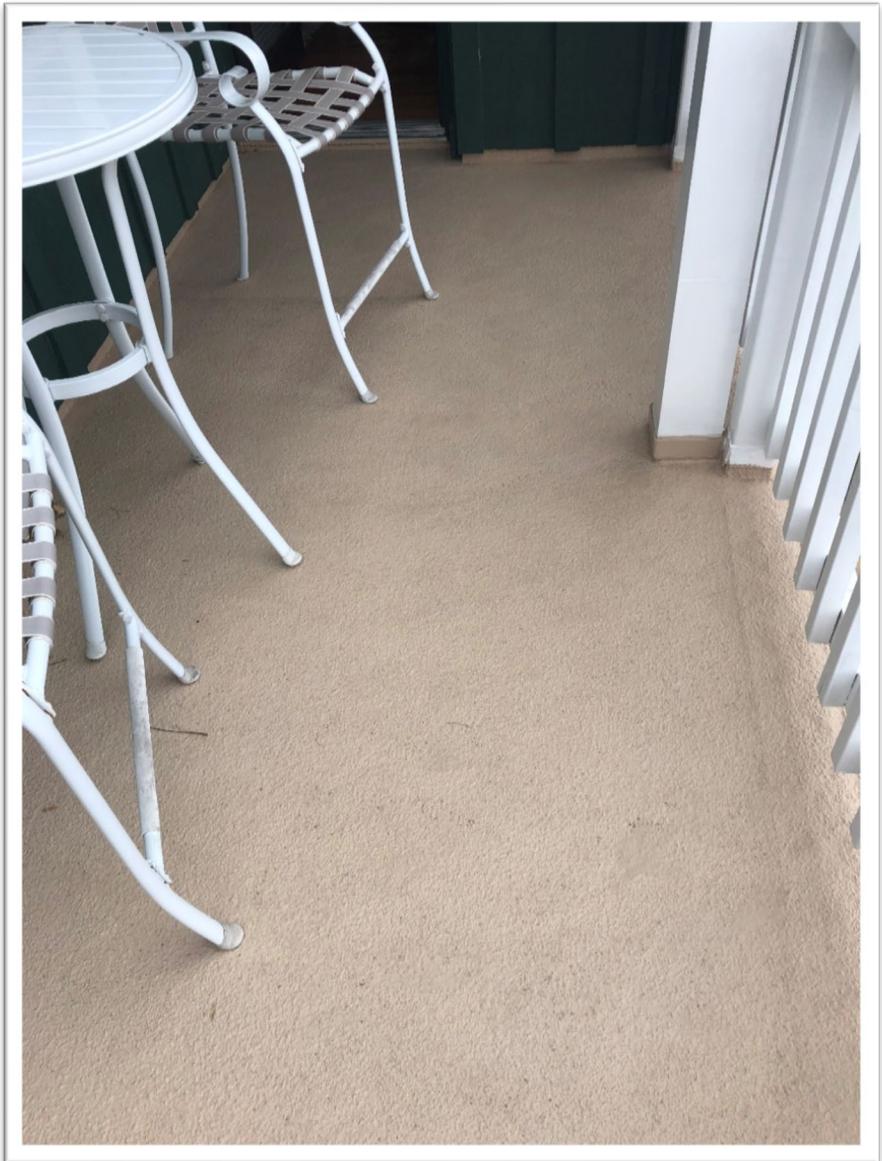
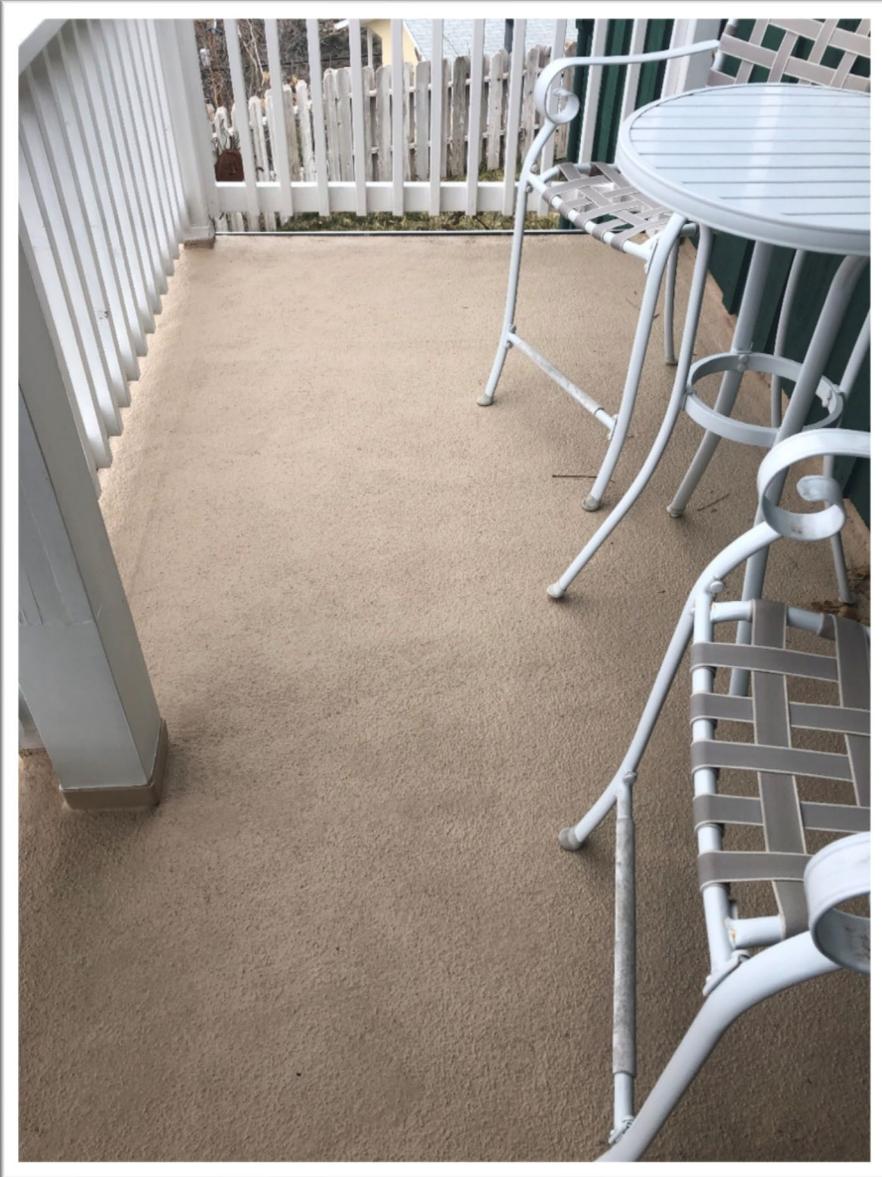


Double  
2x4 each  
end for  
railing  
attachment

Not To Scale









# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD February 10, 2020

**ITEM 8:** Update Design Review Bylaws  
**Prepared by:** John Knight, Zoning Administrator

**Summary:** The bylaws previously adopted by the Design Review Board need to be updated to address the change in the meeting time from 7:00 pm to 6:00 pm. Several minor changes also need to be made to typos and grammatical errors. A redlined version and clean version are attached for the Board's review.

### Zoning Ordinance Compliance -

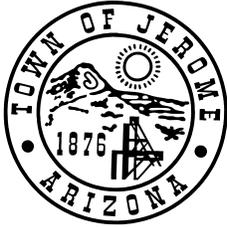
**Section 106.F. Rules; Regulations; Records; Meetings:** *The Board shall make and publish rules and regulations to govern its proceedings and to provide for its meetings, subject to Council approval. All meetings of the Board shall be open to the public. The minutes and records of all Board proceedings shall be kept and filed as public record in the office of the Town Clerk.*

**Response:** The Board has the authority to make and publish rules and regulations to govern its proceedings (aka bylaws). Note that the bylaws will be forwarded to Council for final approval.

**Recommendation:** The zoning administrator recommends the DRB approve Resolution 2020-8. As noted above, the bylaws will be forwarded to Council for review at their next regular meeting.

### Attachments:

- DRB Resolution 2020-8
- Redline DRAFT of bylaws



# TOWN OF JEROME

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

## **DRB RESOLUTION NO. 2020-8 APPROVING REVISED DESIGN REVIEW BOARD BYLAWS**

WHEREAS, the Design Review Board has the authority under Section 106.F. of the Jerome Zoning Ordinance to make and publish rules and regulations (bylaws) to govern its proceedings; and

WHEREAS, on February 10, 2020, the Design Review Board reviewed a draft of proposed revisions to its bylaws and wishes to make those changes; and

WHEREAS, changes to the bylaws are subject to Council approval.

NOW, THEREFORE, BE IT RESOLVED by the Design Review Board of the Town of Jerome, Arizona, that the revised bylaws attached hereto and made a part hereof are hereby adopted, subject to Council approval; and

BE IT FURTHER RESOLVED that a copy of this Resolution be provided to the Town Clerk.

ADOPTED AND APPROVED by a majority vote of the Design Review Board on the 10<sup>th</sup> day of February 2020.

ATTEST:

APPROVED:

\_\_\_\_\_  
Rosa Cays, Deputy Town Clerk

\_\_\_\_\_  
Chairman Brice Wood

Attachment – Draft Bylaws

**TOWN OF JEROME DESIGN REVIEW BOARD BYLAWS**  
**Updated: February 10, 2020**

**I. ORGANIZATION AND RESPONSIBILITIES**

A. Board, Officers and Staff

- (1) The Jerome Design Review Board has the authority to review the exterior design of proposed new buildings and structures, proposed alterations of buildings and structures, landscaping plans, proposed signs, and proposed demolition of structures, within the Historic Overlay District, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historical character of the Town of Jerome. Board members shall make unbiased, well-reasoned decisions based on criteria identified in Section 304 of the Town of Jerome Zoning Ordinance. Board members are expected to study the agenda packet and visit the case sites before each meeting and to educate themselves on design issues. See Section 106 of the Town of Jerome Zoning Ordinance for a detailed description of responsibilities.
  
- (2) The Board shall elect a Chair and Vice-Chair annually from among the appointed members at its first meeting in March of each year. The election may be postponed by a majority vote of the members of the Board present. If the election is postponed, the current Chair and Vice-Chair will remain in office until the election.
  - a) The term of Chair and Vice-Chair shall be one (1) year. ~~Any member serving~~ No individual may serve consecutively as Chair or as Vice-Chair ~~shall be eligible for re-election~~ more than two one-year terms.
  - b) The Vice-Chair shall act as Chair in the Chair's absence. In the absence of the Chair and Vice-Chair, the senior member, based upon years of membership, shall act as Chair.
  - c) Any vacancy in the office of Chair or Vice-Chair shall be filled from the Board membership by majority vote of the Board members present at the next meeting. Any Chair or Vice-Chair so elected shall serve for the remainder of the vacated term.
  - d) The Chair or Vice-Chair may be removed from office at any time by a majority vote of the full Board.

- (3) The Chair shall preside at all meetings and hearings of the Board, decide all points of order and procedure, and perform any duties required by law, ordinance, or these bylaws.
  - a) The Chair shall have the right to vote on all matters before the Board and to make or second motions if a motion or a second is not made by another member of the Board.
- (4) The Zoning Administrator or ~~his~~ designated representative shall serve the Board as Executive Secretary.- Planning staff shall furnish professional and technical advice to the Board.

## II. MEETINGS

### A. Regular Meetings

- (1) Regular meetings shall be held at the call of the Chair on the second Monday of each month at ~~7~~6:00 P.M. and may be preceded or followed by a study session. With a majority vote, the Board may change the meeting time and day of the month provided that the agenda is posted in advance of the meeting. Special meetings may be held on another date as set by the Chair and Zoning Administrator. Whenever a legal holiday is the same day as a meeting, such meeting shall either be cancelled or rescheduled.
- (2) Meetings of the Board shall be open to the public, except for executive sessions held pursuant to A.R.S. § 38-431.03. -The minutes of the proceedings shall be filed in the Planning Department as a public record. At the public hearing, upon being recognized by the Chair and stating ~~his~~their name and address, and the names of persons on whose behalf ~~he~~is/they are appearing, any person may speak about the matter being considered. -The Chair, at ~~his~~their discretion, may limit the time allotted for an individual to speak.
- (3) Regular meetings of the Board shall be held in the Council Chambers of the Jerome Civic Center, 600 Clark Street, Jerome, Arizona unless a different location is set forth in the notice of the meeting.
- (4) Board members are expected to attend all meetings and study sessions unless prior notice of an inability to attend is provided to the Chair or Zoning Administrator. Meetings may be attended in person or

telephonically, with advance notice to the Chair. Failure to attend a meeting or notify the Chair or Zoning Administrator of an absence may result in a recommendation to the Town Council that the Board member be removed from the Board. Board members are subject to the automatic removal provisions set forth in Section 106 of the Town of Jerome Zoning Ordinance.

B. Study Sessions

- (1) Study sessions for any purpose may be held at the call of the Chair, at the request of two or more members, or by staff. Such ~~request~~requests shall be made at least 24 hours prior to the study session by submittal to the Zoning Administrator or by verbal request made at a meeting. Notice to the public of the study session shall be posted at the Civic Center at least 24 hours before the study session, and as otherwise required by the Zoning Ordinance and Arizona state law. The call and notice shall include the time and place of the study session, and an agenda of the business to be transacted.
- (2) Study sessions may be held before or after any regular or special meeting of the Board, subject to providing notice as set forth herein. ~~When a matter is set for a study session, public testimony may be barred or limited to particular persons at the discretion of the Chair.~~

D. Quorum

Three (3) members shall constitute a quorum for transacting business at any meeting. ~~No action shall be taken at any regular or special meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date.~~ ~~At a study session, any number of Board members may discuss agenda items.~~

E. Agenda

The Zoning Administrator shall prepare an agenda for each Board meeting and study session. ~~The agenda shall include all matters of business scheduled for consideration by the Board. Items may be added to an agenda prior to posting at the request of the Chair or any Board member.~~

F. Withdrawal of Request

Any agenda item may be withdrawn upon request from the applicant to the Zoning Administrator. -No request shall be withdrawn after the hearing notice has been posted unless formal consent of the Board has been granted.

G. Field Trips

The Board may take field trips to view property or for any purpose relevant to a public hearing or matter under consideration. -All Board field trips shall be taken as part of a regular or special meeting or study session.- All interested persons shall be given the opportunity to be present to view the property and hear any reports or comments. -A record of the field trip shall be entered into the minutes and shall indicate that the field trip was considered as evidence. -Nothing herein shall prevent less than a quorum of the Board, or Board members individually at their own convenience and expense, from taking field trips to view property ~~which~~that is the subject of an application or other matter being considered.

**III. ORDER OF BUSINESS**

A. Parliamentary Procedure

- (1) The Chair shall call the Board to order and the Secretary shall record the members present or absent. The Chair may call each item of business in the order of the approved agenda. -The Board, by majority vote, may change the order of the posted agenda to accommodate the Board, staff, the applicant, or members of the public.
- (2) The Chair shall conduct meetings pursuant to Robert's Rules of Order unless such rules are suspended by majority vote of the Board.

B. Hearing Conduct

All public hearings of the Board -shall be conducted in conformance with Arizona state law.

C. Public Hearing Testimony

- (1) Public hearings need not be conducted according to technical, judicial Rules of Evidence. -Any relevant evidence may be considered if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs.

- (2) Any person may appear at a public hearing and submit oral or written evidence related to the application, either individually or as a representative of a person or an organization. -Each person who appears at a public hearing shall state his name, address, and, if appearing on behalf of a person or organization, the name and mailing address of the person or organization being represented.
- (3) The Chair may establish time limits for individual testimony and may require that individuals with shared concerns select one or more spokespersons to present testimony on behalf of those individuals.
- (4) The Chair may exclude testimony that is irrelevant, immaterial, or redundant and may make other rulings necessary for the orderly conduct of the proceedings, while ensuring basic fairness and a full airing of the issues involved. Evidentiary objections shall be waived unless made timely to the hearing.
- (5) If testimony or evidence is excluded as irrelevant, immaterial or redundant, the person offering such testimony or evidence shall be given an opportunity to offer a written statement ~~in regard to~~regarding such testimony or evidence for the record.- Such written statement shall be presented to the Town Clerk within 3 working days of the hearing.
- (6) If an applicant fails to appear, the Board may continue the hearing on the matter until the next regularly scheduled meeting or special meeting, unless the applicant has requested in writing that the Board act without ~~him~~the applicant being present at the hearing.- The Board may hear persons requesting to speak on such a matter, even if the matter is to be continued.

D. Voting

- (1) In taking action on any application or other matter, the Board may grant approval, conditionally approve, or deny the item altogether, as set forth in the Zoning Code. -In making its decisions, the Board shall be guided by the provisions and elements of the General/Comprehensive Plan, the Zoning Ordinance, and development standards, policies, and area plans adopted by the Town.
- (2) Three (3) members shall constitute a quorum. The affirmative vote of three (3) members shall be required for the passage of any matter before

the Board. The minutes of the meeting shall reflect the “~~aye~~yes” and “nays” cast on a ~~particular~~ measure and shall reflect the vote of each member present.

- (3) A member shall recuse himself or herself, abstain from voting, and leave the ~~room~~meeting chambers during discussion and action whenever ~~he~~ hasthey have a conflict of interest in the item under consideration, as required by the Arizona Revised Statutes, A.R.S. § 38-501 to § 38-511.
- (4) Each member attending shall be entitled to one vote. The minutes of the proceedings shall indicate the vote of each member on every matter acted upon, and shall indicate any absence or failure to vote. No member shall be excused from voting except in compliance with Section III.D.3 of these bylaws.
- (5) When making a motion to recommend or approve, approve with modifications and/or conditions, revoke, or deny the request, the Board shall make findings of fact required by the Zoning Ordinance. -If not specifically stated, a motion to adopt or approve staff recommendations or simply to approve the action under consideration shall be deemed to include adoption of all proposed findings and execution of all actions recommended in the staff report on file in the matter. Whenever practical, Board decisions should be documented by written Resolution. Copies of the Resolutions shall be maintained at Town Hall.
- (6) A member who is absent from any portion of a public hearing conducted by the Board may not vote on the matter at the time it is acted upon by the Board, unless ~~he~~ hasthey have reviewed the minutes or the recording of any portion of the hearing from which he was absent, and state for the record prior to voting that ~~he deems himself to be~~ they are familiar with the record.- A member who misses only the presentation of the staff report may vote on the matter at the time it is acted upon by the Board, provided that ~~he states~~ they state for the record that ~~he~~ they have read the staff report and ~~is~~ are familiar with it.

#### IV. OFFICIAL RECORDS

##### A. Retention of Files

The official records of the Board shall include these rules and regulations, minutes and records of all Board proceedings, which shall be kept and filed as public records in the office of the Town Clerk. -All applications and other matters

coming before the Board shall be filed in the Planning Department in accordance with that ~~Department's~~department's general file system.- Original papers of all applications and other matters shall be retained in compliance with the Town's Document Retention Schedule.

B. Recording of Meetings

All public meetings of the Board shall be recorded in written and audio form. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter may do so at his own expense. Advance notice to the Zoning Administrator to arrange facilities for such recording shall be made at least 72 hours prior to commencement of the meeting. Such recording shall not disrupt the proceedings and may, at the discretion of the chair, be stopped if it is disruptive.

**V. AMENDMENTS**

These bylaws may be amended by majority vote of Board members present at any meeting of the Board provided that notice of said proposed amendment is given to each member in writing at least 5 days prior to said meeting. Such amendment shall become effective at the next meeting of the Board.