



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 AGENDA

Monday, April 13, 2020 TIME: 6:00 pm
600 Clark St., JEROME, ARIZONA 86331

IN ACCORDANCE WITH AN EXECUTIVE ORDER BY GOVERNOR DUCEY, IN-PERSON ATTENDANCE AT PUBLIC MEETINGS HAS BEEN SUSPENDED UNTIL FURTHER NOTICE.

WATCH LIVE-STREAMED MEETINGS AT <https://www.facebook.com/TownofJeromeAZ>

Notice is hereby given pursuant to A.R.S. 38-431.02 that members of the Town Council and staff will attend by audio/video conference call.

PUBLIC PARTICIPATION IN THE MEETING

THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY.

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

1. Zoom Conference
 - a. Computer: <https://us04web.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 the agenda item you would like to address.
 - b. Email j.knight@jerome.az.gov (Please submit comments at least one hour prior to the meeting.)
3. View the live stream at <https://www.facebook.com/TownofJeromeAZ>. **Please note that comments submitted via Facebook may not be seen or acknowledged during the meeting itself.**

NOTE: FOR THOSE WITHOUT HOME INTERNET: A drive-up internet hotspot is now available in the parking lot in front of the Jerome Public Library. Bring your device and access the internet while sitting in your car. The network is **Sparklight Yavapai Free WIFI** and no password is required.

1) CALL TO ORDER/ROLL CALL

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

3) Approval of Minutes: Minutes of the Regular Meeting of March 16, 2020 Discussion/Possible Action/ Possible Direction to Staff

Continued Items: None

New Business:

4) Select New Officers (Chair and Vice Chair)

5) Design Review for Window Replacement at Lola

APPLICANT: Mike Diehl

ADDRESS: 420 Hull Avenue

OWNER OF RECORD: Joseph Christopher and David Marbella JT

Applicant is seeking design review to replace windows on front elevation

ZONE: C-1

APN: 401-06-078C

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

6) Update DRB Bylaws to address Council comments

APPLICANT: Town of Jerome

Discussion/Possible Action



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Informational Items (Current Event Summaries):

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

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

8) Future DRB Agenda Items: May 11, 2020 DRB Meeting (none currently scheduled)

9) 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.



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REGULAR MEETING OF THE DESIGN REVIEW BOARD

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

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

MINUTES

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

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

Zoning Administrator John Knight was also present.

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

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

Motion to Approve the Meeting Minutes of February 10, 2020

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

New Business:

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

APPLICANT: Debi Foli

ADDRESS: 665 Verde Avenue

OWNER OF RECORD: Debra Lyn Foli 2017 Revocable Trust

ZONE: R1-5

APN: 401-07-037

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

Discussion/Possible Action - DRB Reso. 2020-9

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

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

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

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

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

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



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

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

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

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

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

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

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

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

APPLICANT: Scott Hudson, Copper Star Remodeling

ADDRESS: 123 Beale Street

OWNER OF RECORD: Candace and Michael Gallagher

ZONE: AR

APN: 401-06-111D

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

Discussion/Possible Action - DRB Reso. 2020-10

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

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

Motion to Approve DRB Resolution 2020-10

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

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

APPLICANT: Matt LaVoire

ADDRESS: 140 Main Street

OWNER OF RECORD: Beyond Sky Fire LLC

ZONE: C-1

APN: 401-06-006

Applicant is seeking design review to add a new awning

Discussion/Possible Action - DRB Reso. 2020-11

Matt LaVoire presented a fabric sample to the board.

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



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

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

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

Motion to Approve DRB Resolution 2020-11

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

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

APPLICANT: MaryBeth Barr

ADDRESS: 815 Gulch Road

OWNER OF RECORD: MaryBeth Barr

ZONE: AR

APN: 401-09-017

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

Discussion/Possible Action - DRB Reso. 2020-12

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

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

Motion to Approve DRB Resolution 2020-12

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

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

APPLICANT: James LeBlanc

ADDRESS: 810 Hampshire

OWNER OF RECORD: James and Pamela LeBlanc

ZONE: R1-5

APN: 401-07-130

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

Discussion/Possible Action - DRB Reso. 2020-13

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

Informational Items (Current Event Summaries):

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

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

a) Town Council (February 11, 2020)

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

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

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

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



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

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

- R-2 Rezone
- Update Bylaws

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

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

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

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

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

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

Hopefully the joint meeting can be rescheduled in April.

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

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

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

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

Chair Wood commented about being in self-quarantine.

ITEM 12: Adjourn

Motion to Adjourn at 6:45 pm

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

Approved: _____ Date: _____
Design Review Board Chair

Attest: _____ Date: _____
Rosa Cays, Deputy Clerk



TOWN OF JEROME

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ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, April 13, 2020

ITEM 4: **Selection of New Officers**
Prepared by: John Knight, Zoning Administrator

Summary: Every year the Jerome Planning and Zoning Commission and Design Review Board are required by ordinance and bylaws to select a new chair and vice chair. The chair and vice chair shall serve for one year and may be reelected to serve a maximum of one additional (consecutive), one-year term. Although not required, boards traditionally select the previous vice chair to become chair and then select a new vice chair.

Ordinance Compliance:

Section 106.D. Selection of Officers:

The Board shall elect a Chair and Vice Chair from among its own members, who shall serve one (1) year and until their successors are elected and qualified. No individual may serve consecutively as Chair, or consecutively as Vice Chair, for more than two one-year terms.

The Chair shall preside at all meetings and exercise all the usual rights, duties and prerogatives of the head of any similar organization. The Chair shall have the power to administer oaths and to take evidence. The Vice-Chair shall perform the duties of the Chair in the latter's absence or disability. Vacancies created by any cause shall be filled for the unexpired term by a new election.

Response: The Design Review Board (DRB) shall elect a chair and vice chair to serve in that capacity until March of 2021.



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ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD Monday, April 13, 2020

ITEM 5: Design Review for Window Replacement at Lola
Location: 420 Hull Avenue
Applicant/Owner: Mike Diehl/Joseph Christopher and David Marbella JT
ZONE: C-1
APN: 401-06-078C
Recommendation: Approve
Prepared by: John Knight, Zoning Administrator

Summary: Applicant requests approval to replace windows on the front elevation of the Lola building. The window seals have failed and the windows are "fogged." The windows originally installed are no longer available. The applicant is proposing to add trim to the windows so that they will look like the existing, remaining windows.

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 to add trim to the windows will ensure visual compatibility. Note that conditions may be added if necessary.

Recommendation: The Zoning Administrator recommends that the DRB approve Resolution 2020-14 with the conditions included.

Attachments:

- DRB Resolution 2020-14
- Application and Pictures



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

DRB RESOLUTION NO. 2020-14
APPROVING DESIGN REVIEW FOR WINDOW REPLACEMENT
AT 420 HULL AVENUE

WHEREAS, the Town of Jerome has received an application from Mike Diehl for Preliminary and Final Design Review to replace windows on a commercial building at 420 Hull Avenue (APN 401-06-078C); 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 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 to replace windows on a commercial building at 420 Hull Avenue is hereby approved, subject to the following conditions:

DRB RESOLUTION NO. 2020-14

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.
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 13th day of April 2020.

ATTEST:

APPROVED:

Rosa Cays, Deputy Town Clerk

Design Review Board Chair



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: David Morbella (Michael Dren)
MAILING ADDRESS: 420 Hull Ave, PO Box 865 Jerome AZ
TELEPHONE: 928.254.8027 (928.301.0991) EMAIL: ds.morbella@jerome.com (morden@aol.com)
PROJECT ADDRESS: 420 Hull Ave Jerome AZ
PARCEL NUMBER: _____ ZONE DISTRICT: _____

APPLICATION FOR (Please describe the project.): Replacing windows due to deteriorating framing and delaminated window panes

- 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: Michael Dren DATE: March 30, 2020

TOWN USE BELOW

RECEIVED FROM: _____ DATE: _____

Received the sum of \$ _____ 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.**

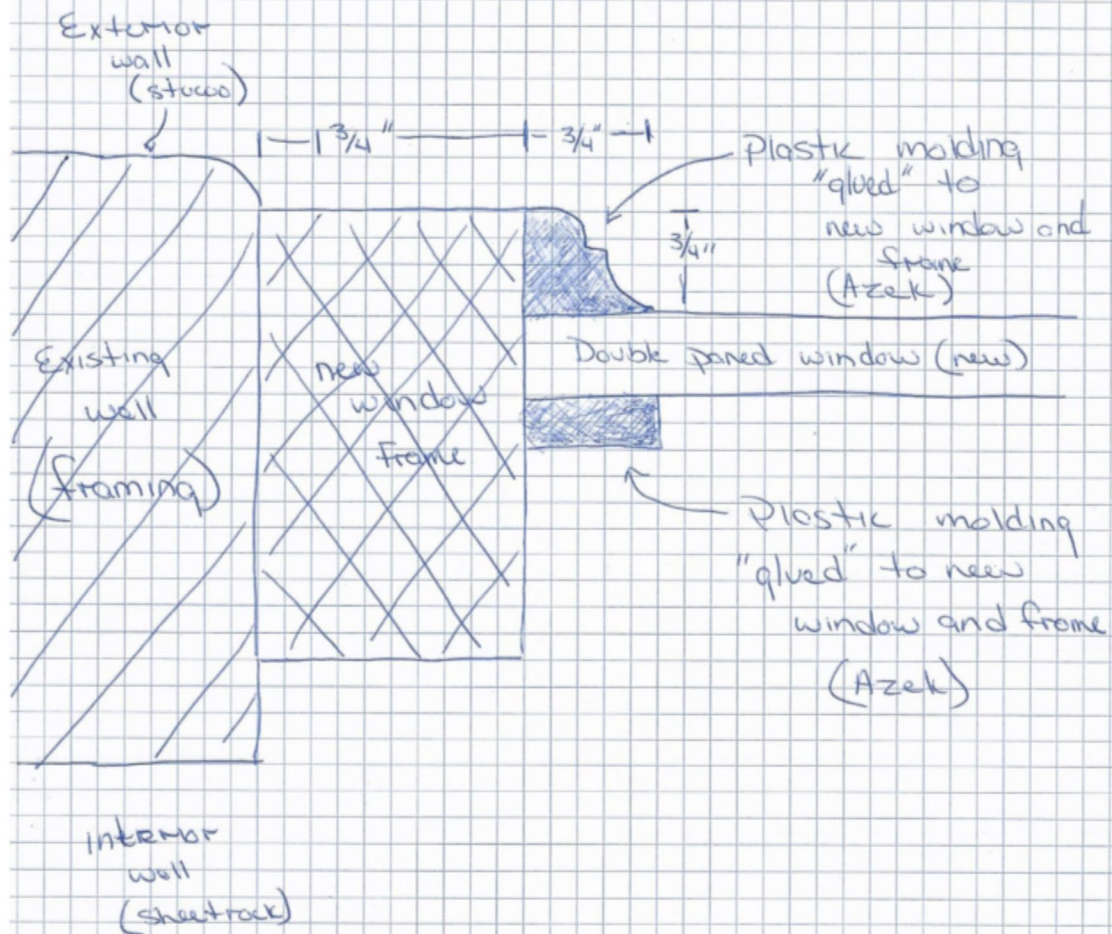
DEMOLITION – Please review ZONING ORDINANCE §304.D.2 and §304.F.3.

- _____ 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.











TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD April 13, 2020

ITEM 6: **Update Design Review Bylaws**
Prepared by: John Knight, Zoning Administrator

Summary: The bylaws were previously amended and reviewed by the Design Review Board at the regular February meeting. Under the Jerome Zoning Ordinance, the bylaws were referred to Council for final approval at their March 10, 2020 meeting. At that meeting, the Council made several suggestions for additional changes and referred the bylaws back to the Design Review Board. A summary of the changes are included in the attached memo from Town Manager Candace Gallagher.

The Board can incorporate the proposed changes, make additional suggestions for changes, or reject the changes. However, the Council has final approval authority and can override the Board's changes if they desire.

Zoning Ordinance Compliance -

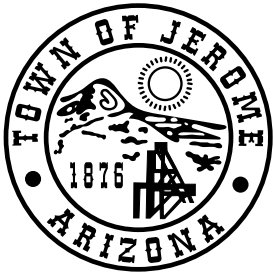
Section 106.F. Rules; Regulations; Records; Meetings: *The Board shall make and publish rules and regulations to govern its proceedings and to provide for its meetings, subject to Council approval. All meetings of the Board shall be open to the public. The minutes and records of all Board proceedings 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 again be forwarded to Council for final approval.

Recommendation: The zoning administrator recommends the DRB discuss the changes proposed by Council and direct staff to amend the previously approved Resolution 2020-8 to note any new changes to the bylaws.

Attachments:

- Memo from Candace Gallagher
- DRB Resolution 2020-8
- Redline DRAFT of bylaws



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 www.jerome.az.gov

MEMO

FROM: Candace Gallagher, Town Manager/Clerk
TO: Design Review Board
CC: John Knight, Zoning Administrator
SUBJECT: Revisions to bylaws
DATE: April 6, 2020

At their March 10 regular meeting, Council reviewed your approved changes to the Design Review Board bylaws.

At that meeting, they requested the following changes prior to their approval:

- II.A.(1) – Council did not want the meeting time changed to 6 p.m.
 - *NOTE: This item will be revisited by Council at their April 14 meeting.*
- II.A.(1) – Remove the new addition stating that “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.”
- II.A.(1) – Council has suggested that the regular P&Z meeting day be changed to AFTER the Council meeting day (which is the second Tuesday of the month), so that if an item has to come to Council after approval by P&Z, it can happen sooner. They recommended the same change for DRB.
- II.A.(4) – Add “or Zoning Administrator” to the new sentence that is being added: “Meetings may be attended in person or telephonically, with advance notice to the Chair or Zoning Administrator.”
- III.D.(3) – (Grammatical correction) Change “A member” to “Members”: “**Members** shall recuse themselves ...”



TOWN OF JEROME

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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 10th 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~~ayes” and “nays” cast on a ~~particular~~ measure and shall reflect the vote of each member present.

- (3) A member shall recuse ~~himself~~themselves, abstain from voting, and leave the ~~room~~meeting chambers during discussion and action whenever ~~he~~has~~they 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~~has~~they 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.