



# TOWN OF JEROME

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

## REGULAR MEETING OF THE DESIGN REVIEW BOARD

Monday, April 5, 2021, 6:00 pm

### MINUTES

**6:00 (0:09) Item 1: Call to order**

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

Deputy Town Clerk Rosa Cays called roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald and Carol Wittner. Also present was Zoning Administrator John Knight.

**6:00 (0:45) Item 2: Petitions from the public – There were no petitions from the public.**

**6:00 (0:54) Item 3: Approval of Minutes: Minutes of the regular meeting of March 1, 2021**

**Discussion/Possible Action**

**Motion to Approve the Minutes of the Regular Meeting of March 1, 2021**

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

**6:01 (1:37) Item 4: Discussion about returning to in-person DRB meetings**

**Discussion/Possible Action**

Chair Christensen said he has received his COVID vaccination; other members said they have as well.

Mr. Knight mentioned that Council discussed reopening town hall in May and asked if anyone was opposed to meeting in person.

Chair Christensen and the other members reached a consensus that they were ready for in-person meetings. No one was opposed to the idea.

Mr. Knight said he would like to get back to in-person meetings because he feels public participation is discouraged with online meetings.

Ms. Cays said Council also discussed continuing to encourage social distancing and mask wearing after reopening town hall. Mr. Knight said he would check with the court magistrate to see how they have been handling in-person business.

Ms. Wittner asked if the number of people would be limited, although only those who have agenda items typically come to meetings.

**Continued Items/Old Business: None**

**New Business:**

**6:04 (4:47) Item 5: Signage for new business (Ghost Town Girl)**

Applicant: Jeff Bass

Address: 408 Main Street

Owner of record: Jeneal J. Knapp

Applicant is seeking preliminary and final design review for new signage.

Zone: C-1

APN: 401-06-018A

**Discussion/Possible Action – DRB Reso. 2021-05**

Mr. Knight said the projecting sign would be 6 by 30 inches and that the owners have already adhered letters on the store window; he informed them that the window sign counts as permanent signage and would be considered in this review. He pointed out a historic sign on the store façade that says GALLERY, and that it would be up to the board to leave it or ask for it to be removed.

Ms. Wittner said she remembers Ms. Knapp's art gallery and thinks the old sign should stay. Mr. Wood supported Ms. Wittner's opinion and said he "would miss that little touch that wasn't there" and made a motion.

Mr. Knight clarified the motion. Mr. McDonald verified that the GALLERY sign is included in the adoption of the resolution.

**Motion to Approve DRB Resolution 2021-05 with condition to keep original GALLERY sign in place**

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

**6:10 (10:49) Item 6: Backup generator for 103 Dundee (Merkin Vineyard)**

Applicant: **Matt Lavoire**

Address: 103 Dundee

Zone: R1-5

Owner of record: Harry Merkin Trust and Joel William Vuylsteke Trustee

APN: 401-11-015M

Applicants are seeking preliminary and final design review to install a backup generator.

**Discussion/Possible Action – DRB Reso. 2021-06**

Mr. Knight said he has had several discussions with Matt Lavoire about the commercial-size generator and that the owner only intends to use it as backup, so it will not be running continuously and that all the specs have been provided. Mr. Knight said that because it is visible from the road, the applicant has added metal screening (like the existing fencing) to partially conceal it, and because the generator is powered by diesel, an 8-inch curb has also been added for fire safety, at Fire Chief Blair's request. Even though it is not considered a structure and more a utility, the applicant is nonetheless meeting all required setbacks.

Chair Christensen said he was fine with the generator and that it fit in with the "experimental" ways of the neighborhood.

Ms. Wittner asked if the screening would block the view of the generator from the road. Mr. Knight said the generator will be on a concrete slab and that the screen is slightly higher than the fencing, so it should block views of the generator. He also suggested to Mr. Lavoire that he let the neighbors know the generator will only operate during emergencies and practice cycles.

**Motion to Approve DRB Resolution 2021-06**

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

**6:15 (15:49) Item 7: Signage for Raku Gallery**

Applicant: Sally Murphy

Address: 250 Hull Avenue

Zone: C-1

Owner of record: Weisel Family Trust

APN: 401-06-052

Applicant is seeking preliminary and final design review for updated signage.

**Discussion/Possible Action – DRB Reso. 2021-07**

Mr. Knight briefly shared his staff report and said the existing Raku Gallery sign would be replaced with an aluminum sign (with tagline added) and would be well below the maximum size permitted. He said one concern is that the business surpasses the number of allowable signs and listed them, including one sign that directs shoppers to the lower level. He did speak with Ms. Murphy about this, who said they would start taking "that" sign in and out in the evening and treating it as a temporary sign.

Chair Christensen asked if the wording in the motion needed to include a statement about the temporary (directional) sign.

Mr. Knight said he has talked to Ms. Murphy about it and that it could be included in the minutes so that it is on record and that it could be added to motion to make it official.

Ms. Wittner asked for clarification on the protocol for temporary signs. A brief discussion ensued.

**Motion to Approve DRB Resolution 2021-07 on condition that directional sign on lower level becomes a temporary sign**

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

**6:21 (21:02) Item 8: Extension request (Cuban Queen)**

Applicants: Windy Jones and Josh Lindner

Address: 324 Queen Street

Zone: C-1

Owner of record: Cuban Queen Bordello LLC

APN: 401-06-127

Applicant is seeking an extension for a previous DRB approval.

**Discussion/Possible Action – DRB Reso. 2021-08**

Mr. Knight said the applicants have been actively working on the project and that the pandemic has affected contractors' availability. Mr. Knight said there was no issue from a staff standpoint.

(22:57) Property owner Windy Jones spoke briefly about the project. She said they had lost their general contractor but have a new contractor familiar with Jerome. Ms. Jones said they also hired an archaeologist to do a cultural resource study, and that the architects and engineers they have hired are booked so far ahead, they are having to work with their schedules. Mr. McDonald thanked Ms. Jones for being proactive.

**Motion to Approve DRB Resolution 2021-08**

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

**6:25 (25:31) Item 9: Upgrade stairs and walkway at Jerome Fire Station**

Applicant: Jerome Fire Department

Address: 101 Main Street

Owner of record: Town of Jerome

Zone: C-1

APN: 401-06-159

Courtesy review to replace existing wood stairs and walkway with steel, noncombustible material.

**Discussion/Possible Direction**

Mr. Knight said the financing has been approved. He called attention to the image in the agenda packet of the metal stairs at the New State Building and said the fire station stairs will be similar and an upgrade. He said Chief Rusty Blair was available for any questions if needed.

Chair Christensen said he liked that this would be a permanent fix and liked the rustic look.

Vice Chair Wood said he liked that projects like this are brought before the board.

Mr. McDonald asked what would happen to the old wood. Mr. Knight said he could inquire.

Chair Christensen affirmed that the DRB approved of the project.

**Informational Items (Current Event Summaries)**

**6:29 (29:13) Item 10: Updates of Recent and Upcoming Meetings:** John Knight, Zoning Administrator

a) **March 9, 2021 Council Meeting** – transient lodging code amendment (second reading); administrative approval of small projects and updates to the appeals process; appointment of Lori Riley to P&Z; district signs; tiny homes; bees; and telecommunications ordinance

b) **March 17, 2021 P&Z Meeting** – amendments to the sign ordinance

Mr. Knight recapped recent meetings and mentioned several of the items addressed, several of them code amendments. He mentioned that Jerome resident Lori Riley has joined the P&Z commission; that district signs will likely be removed and replaced with maps; that Council discussed tiny homes but are not ready to move forward yet; and that discussions continue about the bee problem in town. Mr. Knight said the telecommunications ordinance is not moving forward at this point, but it will be back soon.

**6:31 (31:47) Item 11: Future DRB Agenda Items for May 3, 2021:** Mexican pool property; shed for 128 First Street (Nord)

Mr. Knight said he had a positive meeting with the new owners of the Mexican Pool and that they were preparing for a conceptual review; and the Nord's are building a 120-square-foot shed, also up for review.

Chair Christensen asked about the State Farm banner on Hull Avenue.

Mr. Knight said it could not be discussed since it was not on the agenda, but it has been complained about. He then made comments about the new retail store going in at that location.

Ms. Wittner asked about the time frame for taking down a temporary banner like the one on Hull Avenue. Mr. Knight explained and said the challenge was tracking the days, but because of an email he had received, he will be able to track the number of days in this case.

Vice Chair Wood brought up off-premise signs, one advertising a business not attached to that business. He said this was the argument against district signs, which are essentially off-premise signs.

Mr. Knight said temporary signs in the commercial district were being addressed at the upcoming Council meeting and that he could also add this topic to a future DRB meeting. He mentioned the proliferation of temporary signs on Clark Street.

**Item 12: Adjourn**

**Motion to Adjourn at 6:36 p.m.**

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

Approved: \_\_\_\_\_

Tyler Christensen, Design Review Board Chair

Date: 5-3-21

Attest: \_\_\_\_\_

Rosa Cays, Deputy Town Clerk

Date: 5/3/21