



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Monday, December 6, 6:00 pm

CONDUCTED VIA ZOOM

MINUTES

6:02 (0:11) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:02 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald, Carol Wittner, and Mimi Romberger. Police Chief Allen Muma and Town Manager/Clerk Candace Gallagher were also present.

6:03 (0:40) Item 2: Petitions from the public – There were no petitions from the public.

6:03 (0:51) Item 3: Approval of Minutes: Minutes of the regular meeting of November 1, 2021

Discussion/Possible Action

Motion to approve the minutes of the regular meeting of November 1, 2021

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

Continued Items/Old Business: none

New Business:

6:04 (1:35) Item 4: Design review for public restroom

Applicant/Owner: Town of Jerome

Zone: C-1

Address: 1st Avenue/Main Street

APN: 401-06-015/800-18-007N (Yavapai Cty GIS)

The Town of Jerome is seeking design review of an approximately 250-square-foot public restroom, which would be located on the corner of 1st Avenue and Main Street, across from the police station.

Discussion/Possible Action

Chair Christensen confirmed with Ms. Gallagher that this is a courtesy review.

Chief Muma said Council has been trying to get this done for a few years now and that someone had donated time to help with the design. He said he, Fire Chief Blair, and Public Works director Marty Boland all chose a location that was close to utilities and was centrally located. Chief Muma said it would be two simple, inexpensive, unisex restrooms made of poured concrete walls, wood, with a shed roof. He made it clear that they were not trying to make it look old but keeping the design simple and characteristic of Jerome.

Ms. Wittner said it was something needed in the business district and asked who would maintain it, which ensued a brief discussion.

Chair Christensen asked about the windows and doors. Chief Muma said they would use metal doors and that the windows would be high on the wall so the interior can be lit naturally as much as possible. He said the roof would probably be corrugated metal.

Ms. Romberger asked about signage. Chief Muma said it will be something simple.

Chair Christensen asked about the dumpsters, which the chief said would be moved two parking spaces downhill from their current location.

Mr. McDonald asked if it would be possible to have two accessible spaces instead of one. Chief Muma said because of the grade, they were going with one space, and that two spaces would require more fill. Mr. McDonald then asked if they would be doing any work on First Avenue, which the chief said would come later as they were wanting to stay within the budget on the restrooms.

Vice Chair Wood said he liked the design. He said he would like to see what colors would be used and what the sign would look like. He thanked Chief Muma for submitting this to DRB.

Ms. Gallagher asked if there were colors DRB would like to see. Chair Christensen assumed the concrete will be natural, as would the wood. Chief Muma said he was leaving the color scheme alone and up to someone else and was mostly concerned with producing a design concept acceptable to P&Z and DRB. He was fine with whatever the board chose. Discussion turned to the colors across the street at the Bartlett Hotel.

(11:23) Jerome resident Nancy Robinson asked if the restrooms would be locked at night since there would be no interior lighting. Chief Muma said the JPD would lock up the public restrooms around 10, like they do the post office and fire station restrooms, but that there will be some lighting outside and inside the restrooms.

Chair Christensen asked about the note in the designs regarding solar power being added later. Chief Muma said it was something that could be considered as a future add-on and was too much for their budget at this time.

Motion to approve the design of the public restroom

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

6:16 (14:09) Item 5: Design Review for sign overlay – Ghost Town Tours

Applicant: Joshua Bartosh

Address: 403 Clark Street, A-2

Owner of record: 1299 Properties

Zone: C-1

APN: 401-06-152H

Applicant is seeking design review of a sign overlay.

Discussion/Possible Action – DRB Reso. 2021-24

Chair Christensen introduced the item and asked for background information, which Ms. Cays provided. She told the board she had been in contact with the applicant and confirmed that nothing is changing except the design.

Motion to approve DRB Resolution 2021-24

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

6:19 (16:24) Item 6: Design Review for various home improvements

Applicant: Thomas Lopez

Address: 804 Hampshire Avenue

Owner of record: Thomas Lopez

Zone: R-1

APN: 401-07-128A/127A

Applicant is seeking design review for trim and front door color changes; replacement of existing windows; addition of new windows, rock walls, iron gate, corrugated siding, and a deck. This project will go before P&Z on December 15, 2021.

Discussion/Possible Action – DRB Reso. 2021-25

Chair Christensen introduced the item and mentioned that he was familiar with the house as he was friends with the previous owners—he said he was glad to see someone bringing it back to life. Ms. Cays pointed out that demolition was also part of the renovation.

(18:16) Property owner Thomas Lopez introduced himself and then addressed the questions about the demolition portion of the project mentioned in the application. He stated that this was the stage they were at in the project, as three walls need to be rebuilt, and that downstairs, the exterior walls are failing and that there is no foundation. Mr. Lopez said he has 4-by-4 posts holding up the house right now. He said he has gutted the upstairs and downstairs and has a permit pulled for the current demolition.

Vice Chair Wood said “demolition” is a loaded word to design review. He said this didn’t sound like the normal definition of demolition and told Mr. Lopez that what he was doing was removing unsound structural material. Vice Chair Wood said it felt like repair, not demolition, and that he liked the design. He said he did not want to call this demolition.

Chair Christensen said the last time this house was before DRB, they did want to truly demolish it, not rebuild it. He thanked Mr. Lopez for his efforts to restore the house.

(23:22) Mr. Lopez said it would be the same footprint and that the exterior walls and windows will be the same. He said the one old photo from the Jerome Historical Society does not show much. He shared a few other details of his plan.

Vice Chair Wood told Mr. Lopez he was glad he was approaching the project the way he was.

Mr. Lopez said the small parking area needs a retaining wall of sorts to make it safer, and that he has pulled loose posts out of the area. He said the only aesthetic change will be in that corner and hopes the board would be in favor of the additional retaining wall.

Vice Chair Wood said he would vote in favor.

Ms. Romberger said the rock retaining wall makes the property look more cohesive. Ms. Wittner also approved of the overall plans.

Mr. Lopez pointed out the change in the windows and door on the back of the house.

Chair Christensen complimented Mr. Lopez on his presentation and said his design concept fits Jerome. Mr. Lopez said he’s always wanted a place in Jerome and that he’d been coming up to visit since the 1980s.

Motion to approve DRB Resolution 2021-25

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

Informational Items (Current Event Summaries):

6:32 (30:00) Item 8: Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk

- a) **November 9, 2021, Council meeting** – public restrooms; zoning administrator position; amendments to zoning ordinance – signs; COVID-19 protocol
- b) **November 17, P&Z meeting** – canceled

Ms. Cays informed the board of decisions and developments from recent meetings. Ms. Gallagher updated the board on the search for a new zoning administrator.

6:35 (32:27) Item 9: Future DRB Agenda Items for Monday, January 3, 2021: No items currently scheduled.

Ms. Cays said the home at 538 School Street would be on the next agenda for window and door replacements.

Vice Chair Wood suggested adding a discussion about the Jerome design guidelines to the next agenda.

Item 10: Adjourn

Motion to adjourn at 6:37 p.m.

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

Approved: _____

Date: 1.12.22

 Tyler Christensen, Design Review Board Chair

Attest: _____

Date: 12 Jan 2022

 Rosa Cays, Deputy Town Clerk