



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Monday, January 3, 2022, 6:00 pm

CONDUCTED VIA ZOOM

MINUTES

6:01 (0:10) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:01 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald, Mimi Romberger, and Carol Wittner. Town Manager/Clerk Candace Gallagher was also present. Vice Chair Wood suddenly lost his internet connection.

6:02 (0:54) Item 2: Petitions from the public – There were no petitions from the public.

6:02 (1:01) Item 3: Approval of Minutes: Minutes of the regular meeting of December 6, 2021

Discussion/Possible Action

[Vice Chair Wood had not returned to the meeting when the board voted on this item.]

Motion to approve the minutes of the regular meeting of December 6, 2021

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

Continued Items/Old Business: none

New Business:

6:03 (2:06) Item 4: Design review of new door and windows

Applicant/Owner: Scott Hudson/Janet Bustrin

Address: 538 School Street

Zone: C-1

APN: 401-06-092

Applicant is seeking approval to change out two windows and a door on the front lower level of the home, which were not original and have compromised the structural integrity of the house. This is the side of the home that faces Main Street.

Discussion/Possible Action - DRB Resolution 2022-01

Vice Chair Wood returned to the meeting by phone as Chair Christensen was introducing this item.

Ms. Cays added that the project would be done in phases, starting with the two windows and door. She said the applicant was present to answer any questions.

(3:11) Scott Hudson talked about the "artist" windows installed many years ago, though he was not sure who did the work.

Ms. Wittner said Jerome artist James Rome had created the windows.

Mr. Hudson said the client would like to preserve as much of the windows as possible, but that the priority is stabilizing the structure. He said Jerome resident Jay Kinsella told him when he lived in the building that the windows broke, and the house dropped six inches. He said two Andersen windows and one Andersen door will be incorporated with whatever they can salvage of the old windows.

Chair Christensen said the windows look nice but like a mishmash of window types. He said he appreciated the work Mr. Hudson and Ms. Bustrin want to accomplish.

Mr. Hudson said the windows are drafty and don't work anymore. Ms. Wittner said it is probably a necessary repair and that she had the same issue at her house.

Vice Chair Wood announced that he had returned and had been dealing with technical issues.

Motion to approve DRB Resolution 2022-01

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

6:08 (7:13) Item 5: Design review of a new two-story, single-family residence

Applicants/Owners: Cynthia Barber & Eric Lerette

Address: 776 East Avenue

Zone: R1-5

APN: 401-07-099B

Applicants are seeking design approval for a newly constructed single-family home, which will be two stories and approximately 1664 square feet.

Discussion/Possible Action - DRB Resolution 2022-02

After a brief introduction from Chair Christensen and Ms. Cays, Jerome resident Cynthia (Cid) Barber introduced herself (8:27). She said she and Mr. Lerette have been planning to build a house for a few years; that they know the neighborhood and Jerome well and made sure they designed something that would fit in with the homes on East Avenue.

Chair Christensen wanted to clarify what the house colors would be and referred to the samples in the application. He then talked about the materials to be used, which he said fit the neighborhood and Jerome.

Ms. Romberger said the color scheme was beautiful.

Chair Christensen asked Ms. Barber if they planned to use the existing steps.

Ms. Barber said they plan to leave the steps, but a porch will be built over them. She said they would also like to keep the two partial walls that still exist, one that supports the parking area and one close to the hogback. Ms. Barber said they do not want to take out the steps or the sidewalk and work around them.

Vice Chair Wood said he was impressed and pleased with this presentation.

Motion to approve DRB Resolution 2022-02

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

6:14 (13:34) Item 6: Review of Jerome Design Guidelines

Jerome Town Council has requested that the Design Review Board review the draft of the design guidelines and provide feedback to Council.

Discussion/Possible Action

Chair Christensen said he didn't have much to add but had a question about the term "Society Hill." He said he has always heard the neighborhood referred to as Company Hill. Ms. Wittner said she has heard Society Hill; Vice Chair Wood said Company Hill is the more common name.

Ms. Cays shared comments made at the P&Z meeting when they discussed the design guidelines. She said they too questioned the term Society Hill along with a few other terms mentioned, including "hogbacks" versus upper hogback and lower hogback. A brief discussion ensued. She said P&Z Chair Lance Schall suggested adding the Verde District and Mexican Town to the list of districts. Vice Chair Wood clarified that Verde District referred to the numbered streets above Verde and below Center avenues. Ms. Cays said Mr. Schall also suggested distinguishing districts in Jerome by the materials used to build in each area, and that he would be willing to help with that information.

Chair Christensen said he liked the guidelines and that it would remind the board what to consider when looking at a proposed project.

Vice Chair Wood said he sees this as an addition to the General Plan, not part of it, and that an ordinance will need to be written and approved by Council—a lengthy process. He pointed out that "compatibility" is mentioned in the first paragraph of the guidelines, not "visual compatibility" but is sure the definition is the same in terms of how DRB would use the guidelines. He likes that the guidelines point out where things are similar and unsimilar. Vice Chair Wood stated that the ordinance spells out the numeric, quantitative P&Z aspects, whereas the guidelines explain the visual aspects, which he said is helpful. He said the best part is that the individual districts of Jerome are being looked at as separate, visual situations rather than as one entity. He said this should be in the board members' minds as they're considering a project.

Chair Christensen said they could make the documents consistent and add "visual" to "compatibility" in the guidelines.

Vice Chair Wood said the guidelines need to be considered a long-term project, more like a general plan and not an ordinance.

Chair Christensen agreed, then reiterated the suggested changes discussed, which aligned with what P&Z had also suggested.

Ms. Wittner questioned the information in the guidelines about the last new major building constructed after the mine closed in 1953. The guidelines say the fire station, which was built in 1998, but she then named several buildings on Hull Avenue that have been built since then. Ms. Romberger mentioned that their building on Hull Avenue (Lola's, now Mimi's) was built in 1993. Ms. Wittner wondered why the fire station is considered the last new major building. Ms. Cays said she would include this question in the summary.

Ms. Cays said P&Z mentioned that a building could have restoration in the front and renovation in the back. A brief discussion ensued about years of mixing in building materials.

Ms. Cays said she would write up a summary and pass it by Chair Schall and Chair Christensen for their review. Then it would be shared with Council.

[The agenda was missing numbers for the following items and were added in these minutes.]

Meeting Updates:

6:29 (28:34) Item 7: Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk

- a) **December 14 Council meeting** – 300 Queen Street zoning (second reading); resolution regarding fee schedule for planning and zoning, design review, and board of adjustment fees; contractual options to address street abandonment and subsidence; short-term rentals; request for abandonment of a portion of a town right-of-way
- b) **December 15 P&Z meeting** – ordinance amendments related to temporary signs in the commercial and industrial zones—final pass; Jerome design guidelines
- c) **December 28 special Council meeting** – applicant interview for zoning administrator position

Ms. Cays shared highlights of recent meetings.

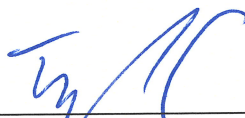
6:33 (31:52) Item 8: Future DRB Agenda Items for Monday, February 7, 2022: Cornish Pasty sign

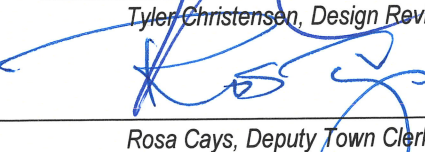
Chair Christensen asked if this would also be his last meeting as chair. Ms. Gallagher clarified that he would start the meeting as chair, and once a new chair was elected, that board member would then lead the rest of the meeting. [It was determined later that Chair Christensen would chair the entire meeting and serve until February 28. The newly elected chair would take the lead at the March meeting.]

Item 9: Adjourn

Motion to adjourn at 6:34 p.m.

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

Approved:  Date: 2.9.22
Tyler Christensen, Design Review Board Chair

Attest:  Date: 9 Feb 2022
Rosa Cays, Deputy Town Clerk