



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Monday, April 4, 2022, 6:00 pm
600 Clark Street, Jerome, AZ

MINUTES

6:03 (0:14) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:03 p.m.

Deputy Town Clerk Kristen Muenz called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members John McDonald, and Carol Wittner. Board member Mimi Romberger joined the meeting via phone.

Also present were staff members Zoning Administrator Will Blodgett and Deputy Town Clerk Kristen Muenz.

6:03 (0:58) Item 2: Petitions from the public – There were no petitions from the public.

6:04 (1:10) Item 3: Approval of Minutes: Minutes of the regular meeting of February 7, 2022 Discussion/Possible Action

Motion to approve the minutes of the regular meeting of February 7, 2022

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

Continued Items/Old Business: none

New Business:

6:05 (2:04) Item 4: Discussion of amendment to DRB bylaws: meeting dates

The Board will consider and may approve a change to the Bylaws which would provide that regular DRB meetings would take place on the fourth Tuesday of each month.

Discussion/Possible Action

Chair Tyler Christensen makes a note that they would have elected a new Chair and Vice Chair at today's meeting. However, due to staff changes, it was not on the agenda. Mr. Christensen explains that there needs to be a 24-hour notice, so the election will need to wait until the next regular meeting when it can be put on the agenda. Zoning Administrator Will Blodgett apologized for the delay and states the election will be on the next agenda.

Mr. Christensen reads the recommendation from Town Council, which would change the DRB bylaws to hold regular meetings on the 4th Tuesday of each month instead of the 1st Monday. He states that he has no schedule conflicts and is fine with the suggestion.

Ms. Wittner and Mr. Wood agree it is a good idea.

Mr. Christensen comments that it will streamline the minutes so that Council is better prepared, and the Design Review Board will not have to wait a month behind for things to go through the approval process.

Motion to approve Amendment of DRB bylaws: meeting dates

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

Meeting Updates:

6:08 (5:05) Updates of Recent and Upcoming Meetings – Kristen Muenz, Deputy Town Clerk

- a) **March 8th Council meeting** – Certificates of appreciation were presented to David Garner and John Passeno for their work at the Jerome Pioneer Cemetery; adopted Ordinance No. 481- "International Fire Code;" adopted Ordinance No. 476 to remove the residency requirements for the positions of Town Clerk and Town Manager; approved Conditional Use Permits for 515 Main Street for a residential apartment and a winetasting facility;

approved solicitation of bids for a garbage truck.

- b) **March 16h P & Z meeting** – Approved a Conditional Use Permit for 3 residential apartments in the C-1 zone for 511 Main Street; approved an amendment to P&Z bylaws: meeting dates.
- c) **March 14th Special Council meeting** – Approved a letter of support for the Clarkdale Cement Plant Road Extension and New Bitter Creek Bridge; discussed wastewater treatment plant improvements.

Ms. Muenz shared highlights of recent meetings. As a point of order, Mr. Christensen pointed out that Ms. Muenz mistakenly read "505" and she corrected herself to say "515 Main Street."

6:10 (6:48) Item 5: Future DRB Agenda Items for next meeting, date to be determined: Election of new Chair and Vice Chair.

Ms. Wittner asked if there was still time to get an item on the agenda if they were to hold the next meeting, as suggested, on April 26th. Mr. Blodgett stated that it is a possibility if an item was turned in by the end of the week. He would be in contact with the board members if that were to happen. Mr. Christensen asked if everyone would be available on that date. Mr. McDonald suggests that, rather than holding a special meeting just for the election, waiting for the regular May meeting if there are no other items ready for the agenda. Ms. Wittner agrees that is a good idea. It is agreed that the next meeting will be held in May if no other agenda items are ready.

Item 6: Adjourn

Motion to adjourn at 6:12 p.m.

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

Approved: Brice Wood Date: 6-28-2022
Brice Wood, Design Review Board Chair

Attest: Kristen Muenz Date: 6/28/2022
Kristen Muenz, Deputy Town Clerk