

Regular Meeting of the Town of Jerome
DESIGN REVIEW BOARD
Tuesday, March 28, 2023, 6:00 pm
600 Clark Street
MINUTES

6:00 (0:01) Item 1: Call to order/Roll Call

Chair Brice Wood called the meeting to order at 6:00 p.m.

Present at the meeting were Chair Brice Wood, Vice Chair Tyler Christensen, Board members John McDonald, Mimi Romberger, and Carol Wittner.

Staff present included Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz

6:00 (0:37) Item 2: Petitions from the public

There were no petitions from the public.

Possible Direction to Staff

6:01 (0:45) Item 3: Approval of Minutes: Minutes from the special meeting of Thursday, February 09, 2023.

Discussion/Possible Action

Motion to approve the Minutes from the Special DRB Meeting of Thursday, February 9, 2023

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

Continued Items/Old Business:

6:01 (1:33) Item 4: Seeking Approval for new Garden Tool Shed.

Applicant/Owner: Town of Jerome

Zone: C-1

Address: 301 Hull Avenue

APN: 401-06-015

Applicant is seeking approval to build a tool shed for the Town of Jerome community garden.

Discussion/Possible Action

Zoning Administrator Will Blodgett introduced item #4; a revisit of the garden shed for the Community Garden. He pointed out the map of the garden included in the packet and said that starting on page 10, they will see the stick-built options. There are three options, and they vary in size and layout. In addition, there was the option of a repurposed blue shed that had been offered by a resident and could be used as a potting shed.

Chair Wood said that he was glad to see that we have more selections.

Ms. Romberger said, as one of the gardeners, she would like the shed to have a poured, solid foundation. She said it could be easily done because we have volunteers to do the work. Looking at the options presented in the packet, she commented that any of them would be great, but she would like to have a foundation.

Mr. Wood commented that any of the stick-built options would have the poured foundation.

Mr. Blodgett explained that because we added the stick-built options, he felt a concrete pad would be appropriate, especially for longevity. He said that he will have to take it before P&Z to make sure it is on the level. In response to a concern that was brought up previously, he explained that accessory buildings are subordinate or axillary to a main structure. Mr. Blodgett then read the portion of the Zoning Ordinance defining accessory buildings and said because the shed would be subordinate to the use of the garden on the parcel, it falls within the definition and so does not need a variance.

Vice Chair Christensen said the blue shed looks good because it is already made, but it does not look like traditional construction. It appears to have minimal structural supports and studs inside, and the siding is just painted plywood. He said he could see it as a convenient option, but not a long-term structure. Mr. Christensen said the 2nd option looks best, and he preferred that one. Mr. Christensen said we can make it as strong as we need it to be, and it will last longer.

Mr. Blodgett asked for clarification of exactly which shed he had referred to.

Mr. Wood said it was called "option 2," and Mr. Christensen agreed it was the second option shown on page 11.

Mr. Christensen said that the drawing doesn't show specifics, but he can imagine the structure easily being built to modern building codes.

Mr. Blodgett replied that we should lead by example so if we can do things properly, he supports that.

Ms. Wittner asked if it must go back to P&Z to build the platform.

Mr. Blodgett replied, yes, because in the initial application submitted, there was not a concrete foundation in the plans.

Ms. Wittner said she couldn't imagine you would build any stick-built structure without a foundation, would you put in on the dirt?

Mr. Blodgett said that his mother had done that with a pre-built vinyl shed but these are better options. To keep it above board, if one of the options was approved, he will try to get it on next month's P&Z agenda to keep the project moving along.

Jerome resident Chuck Romberger said that the original plans with former Zoning Administrator, John Knight were to be a 8x8' site built, with

cement. He said that he had a cement mixer, all they needed were the materials the town would provide for the cement pad. He said that was the original plan, so he was not sure it would have to go back to P&Z.

Mr. Blodgett asked if that plan had been approved.

Mr. Romberger answered that he did not know if Mr. Knight put any of those plans through review.

Mr. Christensen asked if it would still be valid at this point and Mr. Blodgett answered that after six months, it would not.

Ms. Muenz explained that Mr. Knight has been gone for over a year, so any approvals would have expired.

Mr. Blodgett said that it may be out of typical order, but anything that was approved through DRB could be put in the next P&Z meeting and shouldn't delay it unnecessarily.

Jerome resident Nancy Robinson asked if the stick-built options were a kit.

Mr. Blodgett answered, no.

Mr. Wood said that Mr. Christensen preferred option 2, and it was also fine with him.

Mr. McDonald said that he also liked option 2, particularly because of the double doors on front; the wider opening could accommodate more things. As for the idea of having water inside the shed, he asked if that was deemed necessary or, because of having hoses, would it be superfluous?

Ms. Romberger said having a sink was nice, but it is more important that we have electricity to plug in weedwhackers. She said a sink is a luxury.

Mr. Blodgett said we can take the donated shed and store it, and then possibly salvage materials to incorporate into the new build.

There was some discussion as to the size of the sheds.

Mr. Blodgett explained that we could incorporate the smaller shed, perhaps as a small potting room addition, with the sink connected by a garden hose so that we would not need expensive plumbing.

Mr. Wood commented that we should keep it simple.

Mr. Christensen said, thinking of option 2, should we clarify materials? He said it looked pretty well laid out and asked, is it corrugated metal siding, and above that, wood siding?

Mr. Blodgett answered, yes, it looks like shiplap siding.

Ms. Christensen asked about the roofing.

Mr. Blodgett replied that it was corrugated metal.

Mr. Christensen said that the optional message board wouldn't be a fixed part, so he was not sure that needed to be clarified.

Mr. Blodgett said he can try to get Public Works to get the donated structure and figure out the best way to use it.

Mr. Wood asked Mr. Christensen if he would like to make a motion.

Mr. Christensen made a motion to approve Option #2 as preferred item.

Mr. Blodgett clarified that Option #2 was shown on page 11 of the packet.

Ms. Wittner seconded the motion.

Motion to approve tool shed Option #2 on page 11 for the Community Garden at 301 Hull Avenue

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

New Business:

6:14 (13:51) Item 5: Seeking Approval for new windows

Applicant/Owner: Scott Staab

Zone: R1-5

Address: 681 Main Street

APN: 401-07-054

Applicant is seeking approval to install new windows on the upper floor of the Gibson Market building.

Discussion/Possible Action

Mr. Blodgett introduced item #5. The applicant is seeking to install new upstairs windows to replace the old, aluminum windows, with no structural changes to the building. He said the building is on Main Street, and is a listed building in the Arizona historic property inventory. It is a 2-story folk Victoria, originally built in 1924, in good condition, and is a contributing element to the National Historic Register. He said the downstairs windows are being left in place. The upper-floor window sizes and dimensions are staying the same, and the style and color will be similar to the ones that are currently there.

Mr. Wood thanked Mr. Blodgett and said it seemed like a simple question to him. He is glad to see more efficient windows; aluminum never looks right to him. He asked if there were any questions.

Mr. Christensen asked for clarification because, in the hand-done drawings, it looked like the applicant had specified dimensions for each window; would each window be a custom fit?

Mr. Blodgett confirmed that each new window would be fitted to the exact size with no alteration to dimensions of the window opening.

Mr. McDonald moved to approve item #5, the replacement of the windows on the Gibson Market at 681 Main Street.

Ms. Wittner seconded the motion.

Motion to approve installation of new windows on the upper floor of 681 Main Street

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

6:17 (17:28) Item 6: Seeking approval for new Sign

Applicant/Owner: Cornish Pasty Company

Zone: C-1

Address: 403 Clark Street

APN: 401-06-152H

Applicant is seeking approval to install a wall-mounted sign, replacing the one installed previously in violation of Town code.

Discussion/Possible Action

Mr. Blodgett explained that we are revisiting the Cornish Pasty wall sign. The large wall sign that is currently there was put up without permission and is twice the allowable size. He has had a response from the company, and they have paid the fine. They have back with what is essentially the same sign, with the same font and materials, but brought down to just under the maximum allowable square footage. He said the total square footage is now 15.84 square feet. What he intends to ask them to do is to dismount the old sign, repair and repaint the wall, and then mount the new and approved sign.

Ms. Wittner asked, how much of a fine do they pay for that?

Mr. Blodgett replied that the ordinance states that it is double the amount of the review application. The review application for a sign is \$50, so with the fine it is \$100. He said that the real fine is the cost of the repairs they will have to do to the wall.

Ms. Wittner asked about the time frame.

Mr. Blodgett said that he believed they were eager to come into compliance. He said we will make sure the wall does not sustain more damage.

Ms. Wittner asked, how long do they have to do this?

Mr. Blodgett answered, 6 months, or they must come back for the review process.

Ms. Wittner asked how long until they have to take down the old sign and Mr. Blodgett said he would tell them tomorrow.

Mr. McDonald said they also have a couple of temporary signs hanging over their railing.

Mr. Blodgett explained that the temporary signs have timed out and would have to go. He said that the whole building is problematic; he has done a survey of the signs and there are a half dozen people he will need to talk to.

Mr. McDonald said they all like the railing as something to hang more signs on.

Mr. Blodgett replied that it will be something that he will need to dedicate time for, and hopes to have the time in the near future.

Mr. Christensen said he wondered if anyone else noticed that the way they measured the new sign was strange. He said, usually, when you measure a sign, it is a simple square footage rectangle. They have specified the line around each letter and skipped the space in between. He said he felt it made things blurry.

Mr. Blodgett said that he had noticed that too, and when he spoke to them, he told them we measure in a straight line, vertical and horizontal. He explained that the graphic is what the sign-maker made for them, and if they try to space things out, he will keep them honest.

Mr. Christensen said that he believed this exposed some gray area in our code. If someone saw this difference, they could see another gray area further down the line if we are saying the square footage is the actual surface area of the letter itself.

Mr. Blodgett replied that our sign language clearly states that you measure in a straight line on the vertical or horizontal axis with no gaps. If this is approved, we can make sure that on the record the condition is that it is within the regulations prescribed. He said that when he speaks to the representatives of the Cornish Pasty again, he will remind them of this aspect, and the onus will be on them to be sure it is right, or he will have them remove it again and bring it before DRB.

Mr. Wood agreed with Mr. Christensen that it is unusual and said it could even push it over the minimum size with the spacing, so it is a close call. He said he can't recall ever having a sign without a border so that it was separate from its background.

Mr. Christensen said the next person could see that and say, we're only taking up 50% bit in square footage, it is not.

Mr. Blodgett explained that sign ordinance addresses that. You project the vertical and horizontal line to encompass the entirety of the signage, whether it has a background or not. We have language and, as long as the sign is approved and meets the regulations, that is enforceable. If they try to fudge the numbers, it will be visible. He said he will have a discussion with them if and when it is approved.

Mr. Christened motioned to approve the project as presented with the clarification that the overall square footage does not exceed our regulations.

Mr. McDonald seconded the motion.

Motion to approve the new wall-mounted sign for 403 Clark Street with the clarification that the overall square footage must not exceed regulations

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

Meeting Updates:**6:27 (26:49) Item 7: Updates of recent and upcoming meetings**

- **March 14 regular Council meeting-** Presentation by the Upper Verde Wild & Scenic River Coalition, Presentations by

potential FA consultants. Approved reappointments to boards with the exception of Charles Romberger. Approved changes to the J.F.D. Bylaws and an employee wage adjustment and health insurance for F.Y. 2024.

- February 21st regular meeting of Planning & Zoning Commission – Meeting was cancelled.

6:27 (27:37) Item 8: Future DRB Agenda Items for Tuesday, April 25, 2023: TBD

Mr. Blodgett said that he had several applications that are nearing readiness to go before DRB. Simultaneously, he also has a number of Historic Preservation Commission-related items that he would like to bring before you so that we can start discussions. Also, he has been making forward momentum towards historic preservation over the last few weeks, so he would like to give a brief update. He said the AZ State Museums will allow him to come down and get copies of site records for Jerome, and for a two-mile buffer in all directions. We will make a repository of the information here so that we have more complete and accessible information. In addition, he is hoping to ask Council for small budget for an Office of Historic Preservation so that will can begin to sponsor small, history related projects for the Town of Jerome. He said to expect more of these types of discussions and updates in the future.

Ms. Romberger asked how the design guideline document was going.

Mr. Blodgett replied that it had been put aside over the last few weeks, but he is actively working with the Historical Society archivist to establish historic color palettes, photographs, anything he can get his hands on. He said it was proving allusive, but he is still working on it. Also, he is working on expanding other sections for walls, fences, property delineations and things of that nature. If anyone has any comments or suggestions, he is eager to hear from them.

Item 9: Adjourn

Motion to adjourn at 6:30 p.m.

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

Approved: _____

Brice Wood

Brice Wood, Design Review Board Chair

Date: _____

4-25-23

Attest: _____

Kristen Muenz

Kristen Muenz, Deputy Town Clerk

Date: _____

4/25/2023