



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Tuesday, October 25, 2022, 6:00 pm

600 Clark Street

AGENDA

Item 1: Call to order

Item 2: Petitions from the public – Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the board. All comments are subject to reasonable time, place, and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please speak into the microphone, state your name, and please observe the three (3)-minute time limit. No petitioners will be recognized without a request. The board's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

Possible Direction to Staff

Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, September 27, 2022.

Discussion/Possible Action

Continued Items/Old Business:

No Items

New Business:

Item 4: Seeking Approval for new signage

Applicant/Owner: Copper Country Fudge (Jamie Mackenzie)

Zone: C-1

Address: 337 Main Street

APN: 401-06-026L

Applicant is seeking approval to replace existing signage, including a hanging sign and window lettering.

Discussion/Possible Action

Item 5: Seeking Approval for new Signage

Applicant/Owner: Vino Zona (Ginger Mackenzie)

Zone: C-1

Address: 527 Main Street

APN: 401-06-091

Applicant is seeking approval to move one sign and add an additional sign.

Discussion/Possible Action

Meeting Updates:

Item 6: Updates of recent and upcoming meetings

- **October 11 regular Council meeting** – Adopted resolution #646, amending user fee's and charges for town services. Recognized the promotion of fire captain Carl Whiting to Battalion Chief and approved the purchase of a new Fire Department brush-truck. Approved entering into an Intergovernmental agreement for Fire apparatus maintenance with Copper Canyon Fire District and approved the purchase of an Agenda Management system.
- **October 18 regular meeting of Planning & Zoning Commission** – No agenda items, meeting cancelled.

Item 7: Future DRB Agenda Items for Tuesday, November 22, 2022: To be updated, 2-3 possible items that are awaiting additional information requested of the applicants.

Item 8: Adjourn

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 6:00 p.m. on _____

- 970 Gulch Road, side of Gulch fire station, exterior posting case
- 600 Clark Street, Jerome Town Hall, exterior posting case
- 120 Main Street, Jerome Post Office, interior posting case

Kristen Muenz, Deputy Town Clerk, Attest

Persons with a disability may request reasonable accommodations such as a sign language interpreter by contacting Town Hall at (928) 634-7943. Requests should be made as early as possible to allow enough time to make arrangements.



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Tuesday, September 27, 2022, 6:00 pm

600 Clark Street

DRAFT MINUTES

6:00 (0:04) Item 1: Call to order

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

Present were Chair Wood, Vice Chair Tyler Christensen, and Board Members John McDonald, Mimi Romberger, and Carol Wittner.

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

6:00 (0:39) Item 2: Petitions from the public – There were no petitions from the public.

Possible Direction to Staff

6:00 (0:44) Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, July 26, 2022.

Motion to approve the minutes of the regular meeting of July 26, 2022

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

Discussion/Possible Action

Continued Items/Old Business:

No Items

New Business:

6:01 (1:36) Item 4: Seeking Approval for exterior alterations

Applicant/Owner: Steve Hopkins

Zone: R1-5

Address: 699 Holly Avenue

APN: 401-07-076

Applicant is seeking approval to remove an existing garage door to frame up the opening and add a standard door and window.

Discussion/Possible Action

Zoning Administrator Will Blodgett read a summary of the project. Applicant Steve Hopkins wishes to remove a garage door from his workshop. The house, located on the corner of Holly Avenue and Main Street, was built in 1974, so it is not a historic property. He said the purpose of Design Review is reviewing the exterior design only as it is not a modification to the building's structure. For the project, the same siding will be used as on the rest of the house, and the paint will be matched to the existing paint color. The new wooden trim and door will be matched to the existing door as well. The packet included pictures of the existing paint and door, and the applicant had provided samples, which Mr. Blodgett provided to the Board. He then read a letter from Mr. Hopkins, in which he explained the purpose of replacing the old garage door with a standard door and window to help with heating and cooling the interior. Mr. Hopkins also included a sketch to show placement of the new door on the exterior of the garage, along with pictures of the windows and door that will be used. Mr. Blodgett asked if there were any questions. Board member Mimi Romberger commented that the design looks good, and she likes the color. She told the applicant that his attention to detail was great.

Chair Wood said that, as he recalls, what the applicant is replacing is a door to accommodate an RV.

Mr. Hopkins responded that originally it was, but it hasn't worked since he moved in, and snow gets inside the building.

Vice Chair Christensen said that he likes to see projects like this that help preserve houses and is all for it. The applicant had said it will help with heating and cooling, and Mr. Christensen feels it will also help with leaks and keep the house intact. As far as aesthetics, it matches.

Chair Wood said he could see nods of approval and would motion to approve as submitted.

Board member Carol Wittner said that she would second that.

Motion to approve the exterior alterations at 699 Holly Avenue

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

Meeting Updates:

6:08 (8:16) Item 5: Updates of recent and upcoming meetings

- **September 13 regular Council meeting** – Tabled resolution No. 446 (regarding user fees for development related services), conducted the first reading of resolution No. 484 (Short-Term rental regulations) and tabled the discussions on Annexation and Microbrewery regulations and renewed a lease agreement with Passion Cellars.
- **September 20 regular meeting of Planning & Zoning Commission** – Approved a preliminary site plan review for a Garage remodel at 121 Third Street.

Mr. Blodgett read updates from recent and upcoming meetings.

6:09 (9:09) Item 6: Future DRB Agenda Items for Tuesday, October 25, 2022: To be updated.

Mr. Blodgett said there will be an upcoming DRB meeting and there will be at least one item on the agenda, possibly two.

Mr. Christensen commented that a town resident had asked him if the board members listed on the town website are up to date. He asked Mr. Blodgett to check and please update the website as needed.

Mr. Blodgett confirmed that he would be happy to do so.

Item 7: Adjourn

Motion to adjourn at 6:10 p.m.

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

Approved: _____ Date: _____
Brice Wood, Design Review Board Chair

Attest: _____ Date: _____
Kristen Muenz, Deputy Town Clerk



TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
(928) 634-7943

Zoning Administrator Analysis Planning & Zoning Commission Tuesday, July , 2022

Item : 4

Location: 337 Main Street (Copper Country Fudge)
Applicant/Owner: Jamie Mackenzie
Zone: C-1
APN: 401-06-026L
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant is seeking approval to replace the existing projecting sign as well as the signage applied (painted) to the front window.

Building Background: The Copper Country Fudge shop is located on the easternmost end of the street-level of the old Boyd Hotel. The Boyd Hotel was constructed in 1898-9 by Kitty Boyd, one of the earliest inhabitants of Jerome, and is described by the Arizona State Historic Property Inventory as follows:

"This fine three-story structure has rusticated stone trim on the ends of the front façade with stucco veneer above it. The storefronts and interiors are recent renovations of wood and glass. The upper floors have wood double hung sash with rectangular heads on the second floor, and arched heads on the third. The rectangular, skylighted flat roof is surrounded by a parapet wall which is heavily decorated on the street side with a horizontal banded corbel table below a balustrade of stucco. Two balconies also span the front of metal construction with pipe strut supports and pipe handrails."

The Boyd Hotel was purchased by the Jerome Historical Society and restored to street-level retail shops about 1970.

Purpose and Considerations: The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing it's decisions on the following criteria; Materials- signs made of durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials are preferred. Lettering- Lettering and symbols on signs should be routed, applied or painted on the surface of the sign material. Colors- Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related. Exceptions- The design review board may waive the requirements of this section and section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.

Response: The applicant wishes to replace an aging "projecting-sign" that hangs off of the building, above the front windows, over the sidewalk. The existing sign is weathering, and the applicant wishes to update the signage as well. The existing projection that the sign hangs from will be utilized, requiring no additional modifications to the structure. Items to consider focus around aesthetic style, color and materials, and how they relate to the building (the Boyd Hotel) and the surrounding buildings.

Signage Regulations: Section 509.G establishes the requirements for signage in the C-1 Commercial district. Subsection 2 states; *“The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.* Subsection 4 also states: *“The bottom part of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.”*

Response: The proposed sign calculates to 15.9 Square feet, within the zoning ordinance requirements, as shown by the exhibit below. The sign is located just over 10feet from the surface directly below it, and 8feet from the high point on the stairway adjacent, see second exhibit on the next page. The Area of the wall signage (painted window sign) comes in again at 15.9 square feet, within the Zoning Ordinance requirements.

1/4" THICK X 2" WIDE SLEEVE WITH 1.5" EXISTING HORIZONTAL SUPPORT BAR INSIDE.
1/4" THICK X 2" WIDE X 36" LENGTH STRAP IRON (2 TOTAL). 2 TOTAL SIGN PANELS
FASTENED TO BOTH SIDES OF STRAP IRON SUPPORTS



SIGN: 38.5" X 59.5": 15.9 SQ FT

SUBSTRATE: 1/8" DIBOND WITH
PRINTED VINYL IMAGE

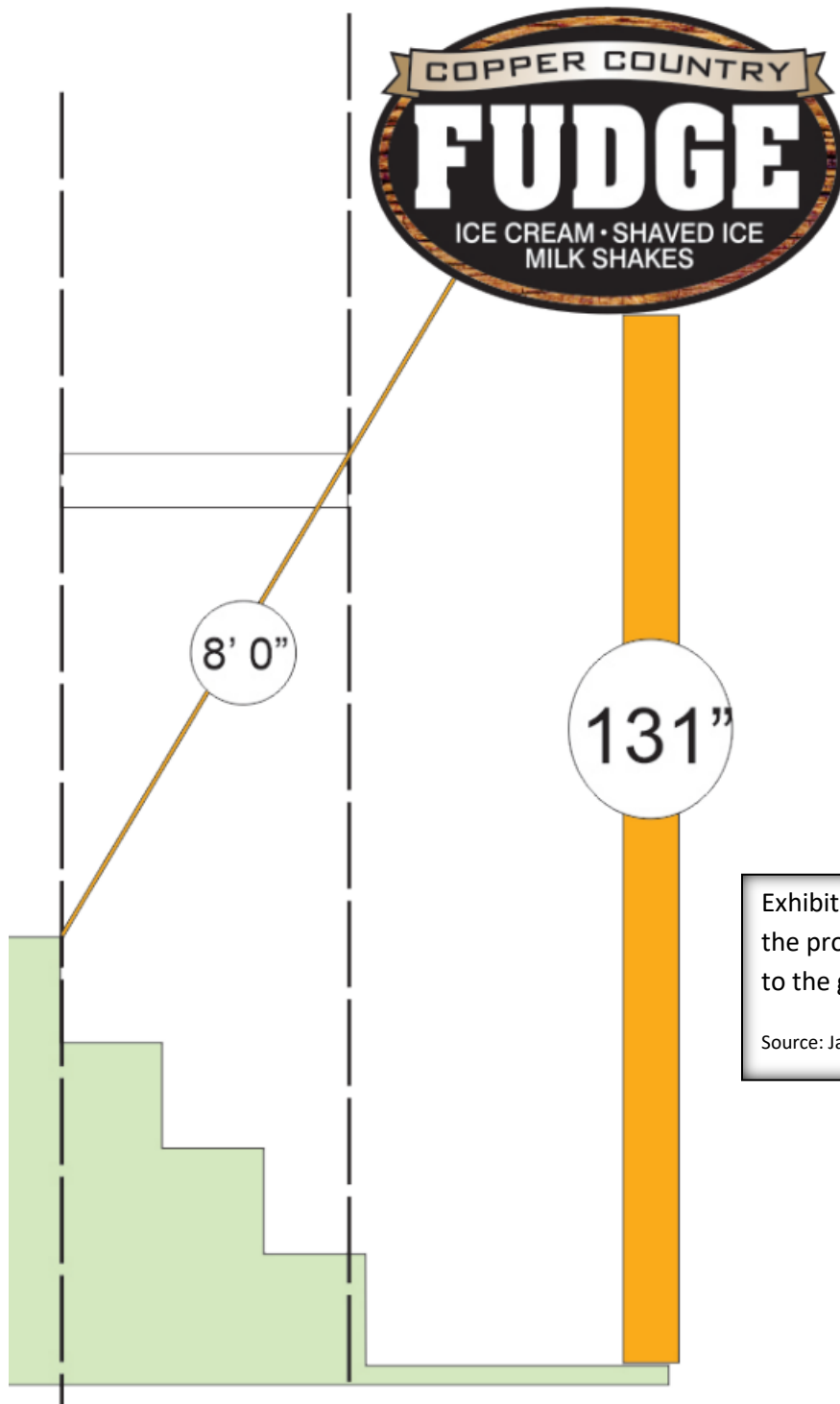


Exhibit showing the heigh of the proposed sign in relation to the ground surface below.

Source: Jamie Stewart

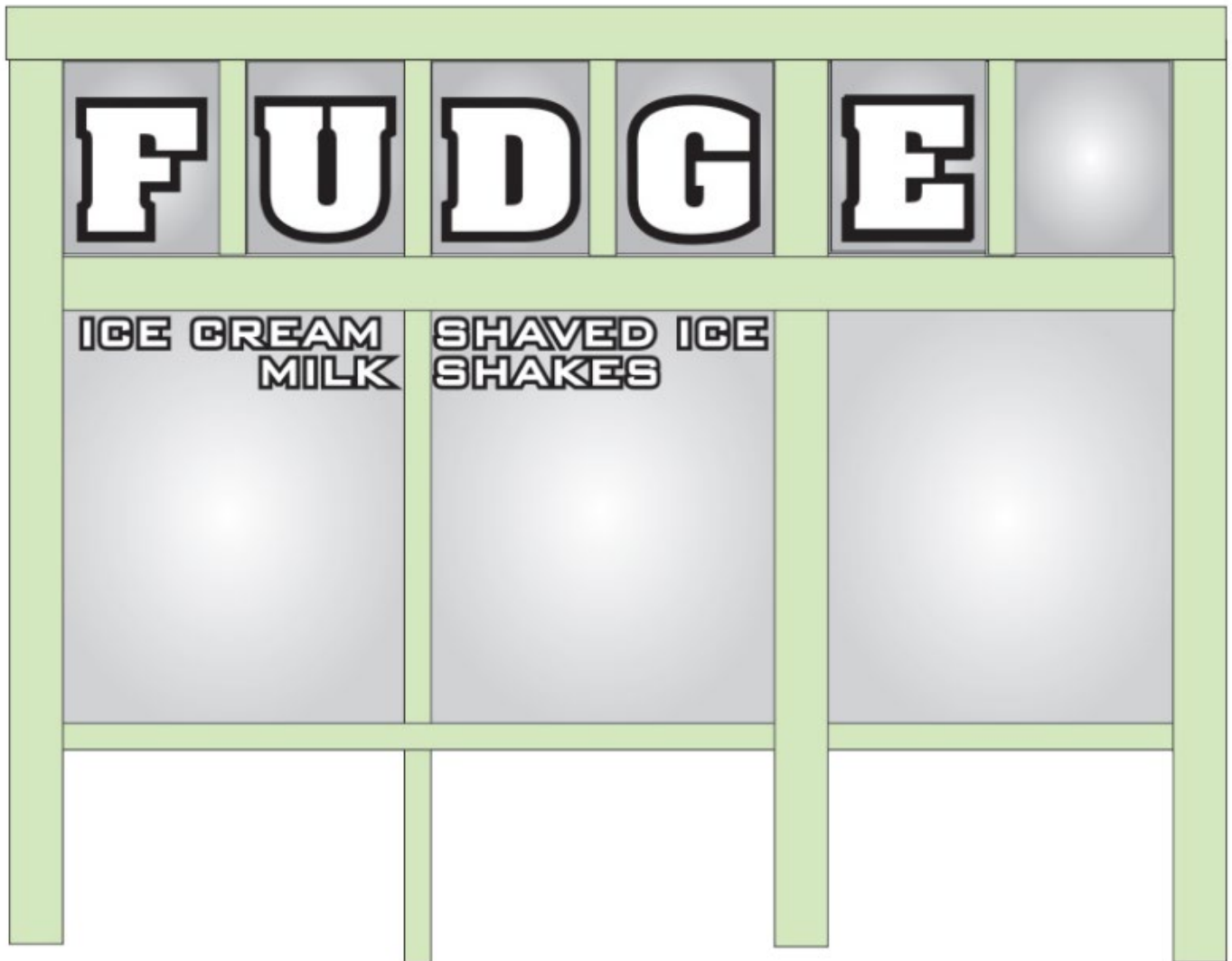


Exhibit showing the proposed new wall-sign (window sign) painted on the street-facing windows.

Source: Jamie Stewart



ENCOMPASSED AREA (BEIGE RECTANGLE AREA): 27.25" X 84" = 15.9 SQ FT

Detail view of the proposed new signage for the front window.

Source: Jamie Stewart



Top: Street-view of the Fudge shop, and Boyd Hotel building as they exist.

Bottom: Detail view of the frontage of the fudge shop, as it exists currently.

Source: Google Earth





TOWN OF JEROME

Post Office Box 335, Jerome, Arizona 86331
(928) 634-7943

Zoning Administrator Analysis Design Review Board Tuesday, October 25th, 2022

Item : 5

Location: 527 Main Street (Vino Zona)
Applicant/Owner: Ginger Mackenzie
Zone: C-1
APN: 401-06-091
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

Background and Summary: The applicant is moving the Vino Zona Winetasting location from the downstairs, to the upstairs of the same building, while a separate, but affiliated business (Vino Zona Wine and Kitchen store) will take the downstairs location. The Winetasting business currently has two signs on the building, and will be requesting to move one sign (the one currently above the front door of the lower floor) to the east side of the building, next to the stairs. A new sign is requested for the new shop (the wine and kitchen store) to be placed on the upper part of the west side of the building.

Building Background: Vino Zona occupies the street level of 527 Main Street, known as "Madelena's House" and built in 1916, the Arizona State Historic Properties Inventory describes it as follows;

"This rectangular plan two-story house has stucco on frame walls on the first level with concrete footings, and wood frame with lap siding above that. The gable end roof is covered with composition shingles. A variety of window types including fixed picture, and double hung sash are employed. A porch at the upper level is supported by angled wood struts below, and its roof by plain sawn 4x4 posts with corner braces at the top. 27' frontage and 47' depth."

The street-level of this building was an ice cream shop circa 1940-1950's and records show a modification/renovation sometime in 1953.

Purpose and Considerations: The Design Review Board shall review a submitted application for Design Approval of Signs and shall have the power to approve, conditionally approve, or disapprove all such requests, basing it's decisions on the following criteria; Materials- signs made of durable, weather resistant materials such as acrylic, resin, steel, aluminum, or composite materials are preferred. Lettering- Lettering and symbols on signs should be routed, applied or painted on the surface of the sign material. Colors- Colors of a sign shall be visually compatible to the colors of buildings, structures, and signs to which the sign is visually related. Exceptions- The design review board may waive the requirements of this section and section 507 in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance or of particular interest.

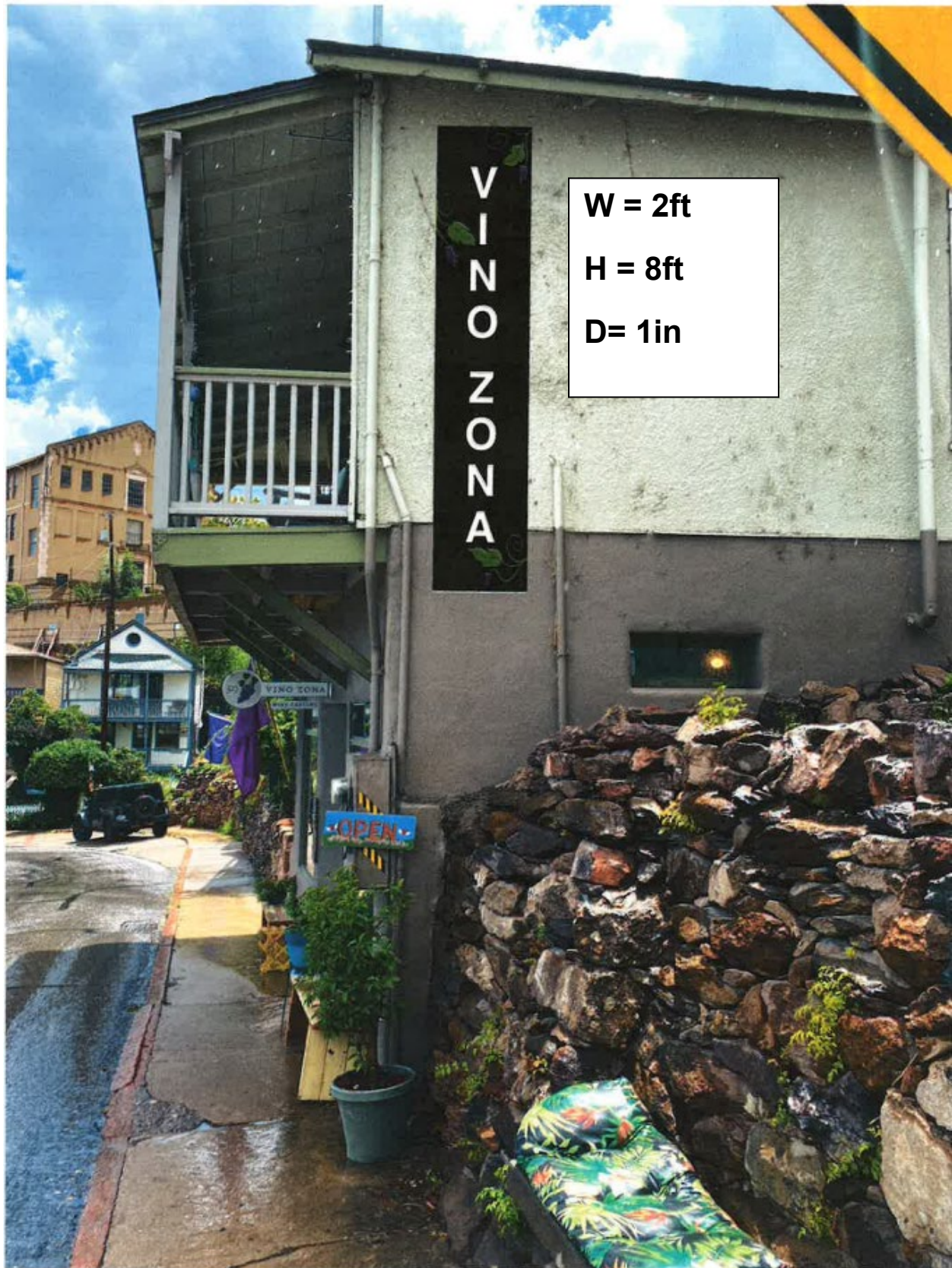
Response: The applicant states in a letter that:

"The purpose of this application is to gain approval for a new sign to be adhered to the side of the building located at 527 Main Street. There is already a business established at the location (Vino Zona Winetasting) however, that business will be moving upstairs, and another business (Vino Zona Wine & Kitchen Store) will be located downstairs. Both businesses will operate under the Vino Zona

business license, however because the wine & kitchen store will operate as a separate entity, it requires additional signage. Currently, there are two signs attached to the building for the wine tasting room. They are located in the front of the main entrance, and on the east side of the building, next to the stairs. The new sign will be located on the west side of the building and will be located on the upper portion of the building. The dimensions for the new sign will be approximately 2ft wide, 8feet high, and 1 inch deep."

Signage Regulations: Section 509.G establishes the requirements for signage in the C-1 Commercial district. Subsection 2 states; *"The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.* Subsection 4 also states: *"The bottom part of any projecting sign shall be no lower than eight (8) feet above the ground directly below it."*

Response: The proposed sign calculates to 16 Square feet, within the zoning ordinance requirements, as shown by the exhibit on the following page. The total allowable area of all signs on the building in the commercial zone is 32 square feet. The addition of this sign to the existing signage does not exceed the total allowable area for signage.









TOWN OF JEROME, ARIZONA
600 Clark Street, P.O. Box 335, Jerome, AZ 86331
(928) 634-7943

File #:

Town Use

General Land Use Application – Check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Site Plan Review \$300 | <input checked="" type="checkbox"/> Design Review \$25 to \$500 | <input type="checkbox"/> Conditional Use Permit (CUP) \$500 |
| <input type="checkbox"/> Demolition \$50/\$200 | <input checked="" type="checkbox"/> Signage/Awning \$50 | <input type="checkbox"/> Paint/Roofing \$25 |
| <input type="checkbox"/> Time Extension \$200 | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

Note: Refer to the corresponding Project Application Checklist/s for additional submittal requirements.

Applicant: <u>Ginger Mackenzie</u>	Owner: <u>Ginger Mackenzie</u>
Applicant mailing address: <u>P.O. Box 281</u>	Property owner mailing address: _____
<u>Jerome, AZ 86331</u>	
Applicant role/title: <u>owner</u>	
Applicant phone: <u>(928) 284-8053</u>	Owner phone: <u>(928) 284-8053</u>
Applicant email: <u>vinozonajerome@gmail</u>	Owner email: <u>vinozonajerome@gmail</u>
Project address: <u>527 Main St</u>	Parcel number: <u>401-06-091</u>
Describe project: <u>Moving business upstairs and adding a sign to the side of the building.</u>	

- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation by the Jerome Design Review Board and/or Planning and Zoning Commission. These criteria are included in the Jerome Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and the application is determined to be complete.

Applicant Signature: Ginger Mackenzie Date: 8/8/2022
Property Owner Signature: Ginger Mackenzie Date: 8/8/2022

For Town Use Only	
Received from: _____	Date: _____
Received the sum of \$ _____ as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: _____	For: _____
Tentative Meeting Date/s - DRB: _____	P&Z: _____