



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Tuesday, March 28, 2023, 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 special meeting of Thursday, February 09, 2023.

Discussion/Possible Action

Continued Items/Old Business:

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

New Business:

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

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

Meeting Updates:

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.

Item 8: Future DRB Agenda Items for Tuesday, April 25, 2023: TBD

Item 9: 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.

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Special Meeting of the Town of Jerome
DESIGN REVIEW BOARD
Thursday, February 09, 2023, 6:00 pm
At 600 Clark Street
DRAFT 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.

Deputy Clerk Kristen Muenz called the roll. Present were Chair Brice Wood, Vice Chair Tyler Christensen, Board members John McDonald, Mimi Romberger and Carol Wittner

Staff present included Zoning Administrator Will Blodgett, Deputy Clerk Kristen Muenz, and Building Inspector Barry Wolstencroft.

Members of the public present included contractor Mac Brennan, Mark Krmpotich, Council member Sage Harvey, Chuck Romberger, Bryan Goodwin and Lizabeth Lord, Nancy Robinson, and Jera Peterson.

For the convenience of those present, it was decided to reorder the items so that Item #5: approval for new signage, would take place after item #3, approval of minutes. The items are presented here in their original order.

6:01 (1:14) Item 2: Petitions from the public – There were no petitions from the public.**Possible Direction to Staff**

Chair Wood said that it has been suggested, and he believed it to be a good idea, to reorder the items to put the sign application first, prior to the Executive Session.

Zoning Administrator Will Blodgett explained that Town attorney Bill Sims is on stand-by, but we will only hold an Executive Session if requested because he felt it may not be necessary.

6:02 (2:05) Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, January 24, 2023.**Discussion/Possible Action**

Mr. Wood said that Ms. Muenz had done good job transcribing and he would like to move to approve the minutes as presented.

Motion to approve the minutes from the regular meeting of Tuesday, January 24, 2023

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

Continued Items/Old Business:**6:02 (2:48) Item 4: Executive Session with Town Attorney**

As stated in Item #2, Mr. Blodgett had explained that an Executive Session may not be necessary. As there was no motion to enter an Executive Session, one was not held and the meeting proceeding to Item #5.

6:02 (2:50) Item 5: Seeking Approval for new Signage

Applicant/Owner: Lizabeth Lord / Flagg Properties

Zone: C-1

Address: 405 Hull Avenue

APN: 401-06-020

Applicant is seeking approval to install a new projecting-hanging sign for the opening of their new business.

Discussion/Possible Action

Mr. Blodgett briefly introduce the item, which had been previously tabled due to a specific question. He explained that the applicant was present, and asked permission to turn the microphone over to him.

Bryan Goodwin introduced himself and asked if the question was about the vinyl decal.

Vice Chair Christensen confirmed that he had a question as to the specifics of how it would be laid out. It looked like it would be a single word, with one capital letter, but the word would be going over two windows. He said he wondered what it would like and if they were going to split it up.

Mr. Goodwin said he had a graphic designer that has made it to split up. Mr. Goodwin passed a picture to the board so that they could view the planned design.

The board members passed the picture around to be sure everyone viewed it.

Mr. Christensen said that small detail was all we needed after first seeing the application a few weeks ago, and with that clarification he would like to motion to approve the application as presented.

Board member Carol Wittner seconded the motion, and it was passed unanimously.

Motion to approve application for new signage at 405 Hull Avenue

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

6:04 (4:56) Item 6: Seeking Approval for Demolition permit for the historic “Tamale Lady’s House”.

Applicant/Owner: Crested Construction / McWhirter Robert James & Huerta Maria Regina Trust.

Zone: R1-5

Address: 21 North Drive

APN: 401-11-008

Applicant is seeking approval to demolish the house at 21 North Drive.

Discussion/Possible Action

Mr. Blodgett introduced Item #6 and said he would like to take the opportunity to explain some of the context through which his decision making is occurring. Mr. Blodgett then read his analysis, which included the application, the current state of the building, and the homeowner’s intention, which is to rebuild on the site, with a reminder the future intentions are not applicable to the current item. He said he found a digital copy in the Historic Society’s building inventory with 2 pages, which he included in his analysis, but added that he will continue to seek further information. His understanding is that the property was built in 1938, but there is potentially an earlier structure that was repurposed in the construction. Historic record points out there is a basement, making him wonder if there was an older building on the same footprint. Mr. Blodgett then covered some federal regulations and historic preservation laws. He summed up the effects of being designated as a historic landmark and he explained that a private property that is contributing to a landmark status does not prohibit any actions that might otherwise be taken by the property owner. Mr. Blodgett read the definition for the term “protection,” which includes a local review process for proposed demolition, changes, or other actions that may affect historic property. The protection is the review process; a permit is not just handed over, we discuss it and look at alternatives and feasibility. The protection process is administered by the Historic Preservation Commission, which is the Design Review Board. Mr. Blodgett clarified that the board is the protection, the review process; this meeting, and our discussion, is the definition of the protection that historic status offers. This is important because, as a certified local government, we have a Historic Preservation Officer; Mr. Blodgett said that was himself. SHPO is there to help him with projects if he needs them, but he said a lot of the review process is done in-house. We are doing all the legal protections and considerations according to these laws as we are required to do. Mr. Blodgett said that the reason he asked for a special meeting is that he is deeply concerned about liability in the interim. Mr. Blodgett reminded the board that at the last meeting, there was a request for a letter from Fire Chief Blair, which was included in the packet, and Building Inspector Barry Wolstencroft. Mr. Wolstencroft was present at the meeting. Mr. Blodgett also included additional photographs taken of the interior of the building, which he accessed with Mr. Wolstencroft and the contractor, Mac Brennan, and he feels we are ready to answer questions. He said that his recommendation and opinion is that this house is a significant potential danger. We are past the point of a reasonable rehabilitation; and reasonable is the key word. We cannot force anyone to do anything that is unreasonable. He reminded everyone that Arizona is a Prop 207 state, which heavily protects private property rights.

(15:30) Mr. Christensen, looking at the historic property survey, said that in 2006 or 2007, when the building was no longer inhabited, the structure was deemed to be poor: major problems, imminent threat. The description included roofing, framing, exposure to elements, raised porch steps, chimney flue cap missing, amongst other items. Mr. Christensen said that was 17 years ago and, as of today, if we were to redo this survey, we could probably say it is uninhabitable.

Mr. Blodgett wished for everyone to understand that even if this house were to be demolished, we will be heavily updating the historic property inventory and he intends to be involved with the process so that he can glean additional data. This will not be the final update to the historic properties survey, we will get as much usable information as we can. He said that is his ethical obligation as the Historic Preservation Officer.

Mr. Christensen asked about a blank area for the opinion of SHPO staff on recommendation for historic register and wanted to know if SHPO was involved.

Mr. Blodgett explained that this was only the town’s historic record. The state keeps its archaeology records as sight cards, and he does not have access to them yet, but he is hoping to create a record. He said that the public is not given access, in part for the integrity and security of the records, so he may need to travel to Tucson as there may be more data from SHPO that we are not aware of yet.

Mr. Wood thanked Mr. Blodgett for including items that he did not expect, including an article from a blog. He said it raises an issue that he is glad to see in print; Article 9 of the demolition code. He said that when Anne Basset was on the board, she would talk about demolition by neglect. He thought it was an interesting idea but did not imagine it was in anybody’s code; but here it is. He would like to talk to the attorney about adding language we don’t currently have in our code.

Mr. Blodgett replied that we do have some code deficiencies which we will explore at a later time.

Mr. Wood repeated that he thinks it is an interesting idea and if our task is preservation, this would be a great tool. Not saying that it applies to our current situation but perhaps the current situation can kick-start an interest in this activity.

Mr. Blodgett pointed out that in his letter, Chief Blair had included a list of other problematic properties. He said that once we are past this, we will start discussing this and be proactive. He said he does not want any of us to find ourselves in this situation again if we can avoid it. We will start being proactive and see what help is available; there are grants and other help at the federal level to explore. We want to avoid this situation or even worse, like the Cuban Queen falling over.

Mr. Wood said he would like to thank Rusty Blair for his input, and he is particularly impressed with his list. Because it is the dilemma we are in; how do you make this decision? He thanked Barry Wolstencroft for joining the meeting and said this [to Barry] is a situation you face every time you walk down the street. A question for the future is how are we going to address this large list of problems that are similar to the one we are discussing? He said he was interested in what Chief Blair had written, and there are several ways to approach them. Mr. Wood said he does not

want to just repeat himself, but in 1979 he and his wife bought the Rosie Salas house and kept it from falling down. That was his accomplishment there: it got a roof, it got a foundation, the vegetation did not take over and the building was saved. Also, he has a question about a timeline. Mr. Wood said that in the North Carolina case, they gave it a full year. In our code, we have 180 days to make this decision.

Mr. Blodgett confirmed that 6 months is the maximum delay to make a decision under the Town's code.

(23:07) Referencing Mr. Blodgett's earlier point about asking for a special meeting so soon, Mr. Christensen said that when we postpone a demolition, if something happens to that structure, the town can be liable.

Mr. Blodgett confirmed that we have the potential for significant liability.

Mr. Christensen also thanked Chief Blair for his letter. He said there was a lot of "legalese" but not an in-reality explanation of a scenario playing out. Mr. Christensen said that he was on the Fire Department for a couple of years previously and was Firefighter 1 and 2 certified, so he has some experience. He gave the example of a Best/Worst case scenario. Say someone, perhaps a kid or someone else who enters the house, starts a fire. In the best-case scenario, the Fire Department is doing a Thursday evening training exercise right there on that street and personnel, already in turnouts, could be on site immediately. If he were among the firefighters on site and the building went up, even if he did not know the building and was just looking at it, he wouldn't enter that building. Mr. Christensen explained that, as firefighters, we have 2 responsibilities: preservation of life and preservation of property. Life comes before property. If there was someone in there, a firefighter would want to save that person, but you don't want 2 dead people. He would not enter that structure knowing it is not safe. Firefighters entering that building carrying heavy equipment could easily fall through the floor and be trapped and you could have multiple deaths.

In addition, Mr. Blodgett pointed out that even the pressure of our hoses might be too much for some of the structural parts of the building at this stage.

(25:17) Mr. Christensen continued by saying that even in a best-case scenario, if we responded immediately, the house would probably go up in 10 minutes in a full blaze. The Fire Department would not enter that structure, it is not safe. At that point, their task would be to save surrounding structures, but due to the amount of vegetation, that would be difficult. He said that is a good, "in-reality," description of the fire hazard.

Mr. Blodgett agreed it was a good description and added it was serious. He asked if the board would like to hear from the building inspector. Building Inspector Barry Wolstencroft was invited to speak. Mr. Wolstencroft said there is a big liability. If kids were like I was, we'd be in there every day and probably would have burned it down by now.

Mr. Christensen shared an anecdote about lighting a Christmas tree on fire when he was young.

Mr. Wolstencroft said that if something were to happen in that house, we've all known about it, he has known about it for years. We have deeper pockets than anyone else and the parents of the kids would come after us. We know there's a problem there, we know that building is a hazard. If you fence it off, does anyone want to look at fence for the next 20 years? To what end? Mr. Wolstencroft added there are rats in the place. We are probably 15 years too late to save it; it is not economically feasible to save it. He said that Candace Gallagher [retired town manager] had asked about putting a roof on it 9 months ago. You would not get a roofing company willing to stand on that roof. You have to worry about the trusses, and the frame holding up the trusses, and the floor. Is there a foundation? You can't use the old rocks, so he would say you have to have Engineering. You would have taken a \$250,000 project and turned it into a half-million-dollar project. If the Town of Jerome wants to preserve these things, we've got to be ahead of the curve. He said he can think of a few places right now that need attention: Davenport house on Hampshire, the chimney on the roof right above us. About the chimney, Mr. Wolstencroft said that everyone loves to see it, but one day, it is going to come down. So, it is a great idea [to save buildings], but we need to stay ahead of the curve instead waiting until the 9th inning.

Mr. Blodgett said he refers to it as historical triage. He loves history; it is why he does what he does, and having to make decisions to watch history get destroyed is never a happy solution. He has spent most of his career as a private sector archaeologist watching the controlled demolition of both historic and prehistoric sites and so, after a while, it makes you wonder, 'what am I doing?' Mr. Blodgett said that he loves his role here because he has the opportunity to save things. We are not going to be able to save everything, but we are going to try to save what we reasonably can. Some of these things were not built to last as long as they already have; that is the other thing that is shocking. But we are going to do what we can, with the resources we have, to save what we can. The result that he believes we will get, which he reminded everyone will be a separate application that will come up at a later time, will be to see best possible outcome given the situation we are in now. If we allow the homeowner to proceed with first mitigating their liability and getting the ground ready, he believes we will be pleasantly surprised with the outcome. Mr. Blodgett said that what we must concern ourselves with for the time-being is the demolition permit, because even if the property owners decided they want to remove or mitigate the liability from the property and themselves, they would have every right to apply for and get a demolition permit simply to remove the life, safety, and fire threat. They could do that even if their intention was not to rebuild, and he asked that we keep that in mind.

Mr. Wood said that he does understand the fire question, but it also struck him that there is dry grass and if a fire were to start, the grass would allow it to spread. He asked if that has been mitigated?

Mr. Blodgett replied that a crew had been doing some work, but that question could be better answered by the contractor. He invited Mac Brennan to speak.

Mr. Brennan, general contractor, approached the dais and introduced himself. In reply to Mr. Wood, he said they have put up a fence and done minor clean up. He said that somebody has been breaking in and at this point, stuff is being taken, so he has to make sure he records everything. Like he has done in the past, he might have to get law enforcement involved. At this point, the structure has not fallen in and some of the materials are reusable, some of the floor can be reused and possibly some old windows. Most of the structure is dry rotted, it has been way too long. Structurally, they used 2x4's every 4 feet, that is what the sheeting is screwed to, and they are black with rot. He said the upstairs is scary, it makes him nervous, and he does not usually get nervous, but it is structurally completely unsound. The foundation is broken and cracked; the floors joists are sitting on dirt. Mr. Brennan said that unfortunately it has been like that for far too long. At this point, the best thing we can do is a slow-paced process demo and try to utilize what we can out of the project to incorporate into a new structure.

Mr. Christensen commented that is also the best way to document what is there.

Mr. Blodgett added that during the dismantling process, he is going to allow him to come in to photograph and document and use his archaeology

experience.

Mr. Christensen thanked Mac Brennan and said he had question for Scott Hudson. He read a portion of the packet pertaining to the federal regulations from the Secretary of the Interior standards on placing markers at places of historic significance. He asked Mr. Hudson, since you are representing the Jerome Historical Society, are you having any involvement in this project?

Mr. Hudson replied that his involvement so far was that he had gone to look at the property with Will Blodgett. He said he was not able to go inside, so he cannot give his opinion as to the stability of the structure.

Mr. Christensen said his questioned pertained to a marker of plaque to commemorate a place of historical significance and asked if that was in the works.

Mr. Hudson answered that they talked about it today and they would be being willing to participate.

Mr. Christensen said he felt it would be fitting for this property.

Mr. Hudson said that their archivist has photographed it and they would definitely be willing to be involved.

Mr. Blodgett interjected that he wanted to give the Historic Society credit because they were working hand in hand with him and were involved with data sharing. Mr. Blodgett said he would keep Mr. Hudson updated and the Society's records and archives updated with the information he gleans.

Mr. Christensen thanked Mr. Hudson.

Mac Brennan added that the property is still owned by original family.

Chair Wood invited members of the public to speak.

Jerome resident Jera Peterson said that she lives across the street, and she would like to know that we are going to preserve and not just demolish. She said even the yard has the area where they cooked tortillas and we need to preserve this.

Mr. Christensen responded that he comment was very heartfelt, and this is a very hard subject for a lot of people in town, a lot of people are heartbroken to see us in the situation we are in. We are doing everything we can to do our due diligence in this process.

Ms. Peterson said that in California, you have historic landmark rules, even if it is private and you own it, you have rules that you have to preserve some part of that. She said she would like to see at least some part of the yard and gardens. Ms. Peterson expressed that, though she knows it is private property, it is a part of Jerome and Jerome need to take responsibility for preserving because we are a historic landmark. She apologized for getting emotional.

Mr. Wood thanked Ms. Peterson and said he would like to point out that this board in other towns is call historic preservation board, though it's exactly the same composition, rules, and book. So, we also have that name and are supposed to be in the business of historic preservation. We exist because [the town] is a National Hist Monument, we are under the Interior as well as the state historic preservation office. So, there are several levels above us that we must satisfy.

Jerome resident Nancy Robinson said that she is into preservation and saving, however, she was always taught safety first. As a resident, she said she was scared every time there is a windstorm, because she immediately thinks of anyone that lives in that area and all the metal that is flopping on the roof. She said they live on Clark Street, and stuff goes flying down the street all the time, garbage can lids and the like. Ms. Robinson said that house is extremely dangerous so please remember safety first.

Ms. Peterson said that, as a neighbor, she has been watching it to make sure people don't go inside.

Board member Carol Wittner wanted to say that it is really hard, and she gets emotional about it too. She moved here 1975, and has watched this house fall apart which is really a tragedy. She said she personally knows of a couple of people who tried to buy it so that they could preserve it. She said she feels like it is hard to sit here and feel like we have no choice. The liability that is hanging over the town and us makes it a hard thing to decide on. Ms. Wittner said she does not want to say, 'yeah, let's tear it down.' She said she hates that idea, but she understands because she has walked down and seen it and knows what bad shape it is in.

Mr. Blodgett suggested that we rephrase it in our minds and not think of tearing it down, but think of it as letting the property owner's descendants use the property in a way they would choose to. Keep life safety first and foremost in our minds, and do our best to preserve the rest of what we can of our town.

Ms. Wittner said she has a building on Main Street and when she bought it, it was condemned. She was assured it could be dismantled safely on the site, and it collapsed when they were trying to take it apart. She said she rebuilt it exactly as it stood to look like it did from the front. Ms. Wittner said she knows that we cannot ask these people to rebuild the house the way it looks now. But she wanted to say that she feels really bad; when she said it was heartbreaking, it is. We all knew the Tamale Ladies and what they did, how important they were, and the mark they left on this town. They will get left a plaque if we say yes, but she said she hates being a part of that.

Mr. Blodgett wanted to explain that he may come off as cold or seemingly detached about this, but that is only because he has been doing this for 20 years professionally. He has watched a lot of heartbreaking things get destroyed. It is never easy, and it never gets easier. Mr. Blodgett said he is sorry the board is being faced with this decision. He said that his recommendation is unfortunately the right decision.

Board member Mimi Romberger said the extra information in the packets was very good. She said she read it 3 times, trying to understand the safety issues versus preservation. Ms. Romberger said this is a really hard one, and she is fairly new to town but learning the history of the town is so important for us and to keep that history alive. She said she hopes it is going to be more than a plaque, she is praying that they build the house.

Mr. Blodgett said that if we look past the tragedy, one of the greatest things we can do to commemorate their memory, and he interjected that he did not know them so it is hard for him to say, but one of the best things he thinks we can do is to allow them to rejoin our town. To have a home here that they can use, bring their grandkids here and keep Jerome alive. He said we are not just a historic landmark, we are not just a museum town, we are a living town, and we want to continue to stay alive and grow and to manage our history while we do that. This is an eye-opening experience, but he thinks that if we are proactive, and start having discussions soon, he thinks we can save a lot more.

Mr. Christensen said, well put.

Ms. Romberger added special thanks to the Fire Chief for putting that list together. She said she was surprised at the list and went online to look at some of them that she has not seen yet. She was glad he put the list together and said maybe we can get in front of some of these.

Mr. Wood said that this is one of the dilemmas of our town; every masonry building in Jerome would be condemned in another place as uninhabitable. He said it is a funny line, a funny balance, that he thinks we must take, and his hope is that before we proceed any farther, we get the record Mr. Blodgett spoke of. Measurements, photographs, measure drawings, lists of materials. Also, he really hopes the owner can see to clearing the brush off the property because it is a hazard as it stands. Mr. Wood said he would like to give some time for that to happen and revisit it again.

Mr. Blodgett suggested considering an Executive Session.

Mr. Christensen said that he would like to make a motion to approve and grant the permit for demolition.

Board member John McDonald seconded the motion, and with no further discussion, the vote was taken. The motion passed.

Mr. Blodgett thanked the board and repeated that he knows how difficult the decision was to make.

Mr. Brennan also thanked the board, and Ms. Wittner thanked everyone for all the work they have put in.

Motion to approve demolition permit for 21 North Drive

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

New Business:

No items

Meeting Updates:

6:46 (46:26) Item 7: Updates of recent and upcoming meetings

- February 14 regular Council meeting- To be held.
- February 21st regular meeting of Planning & Zoning Commission – To be held.

6:47 (47:00) Item 8: Future DRB Agenda Items for Tuesday, February 28, 2023: TBD

Mr. Wood asked if there were any completed application to joint the board to add for the meeting on the 28th.

Mr. Blodgett answered that there were not any completed applications yet.

Item 9: Adjourn

Motion to adjourn 6:47 p.m.

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
MCDONALD			X			
ROMBERGER			X			
WITTNER			X			
WOOD		X	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 Design Review Board Tuesday, March 28, 2023

Item : 4

Location: 301 Hull Avenue
Applicant/Owner: Town of Jerome
Zone: C-1
APN: 401-06-015
Prepared by: Will Blodgett, Zoning Administrator
Recommendation: Recommend Approval

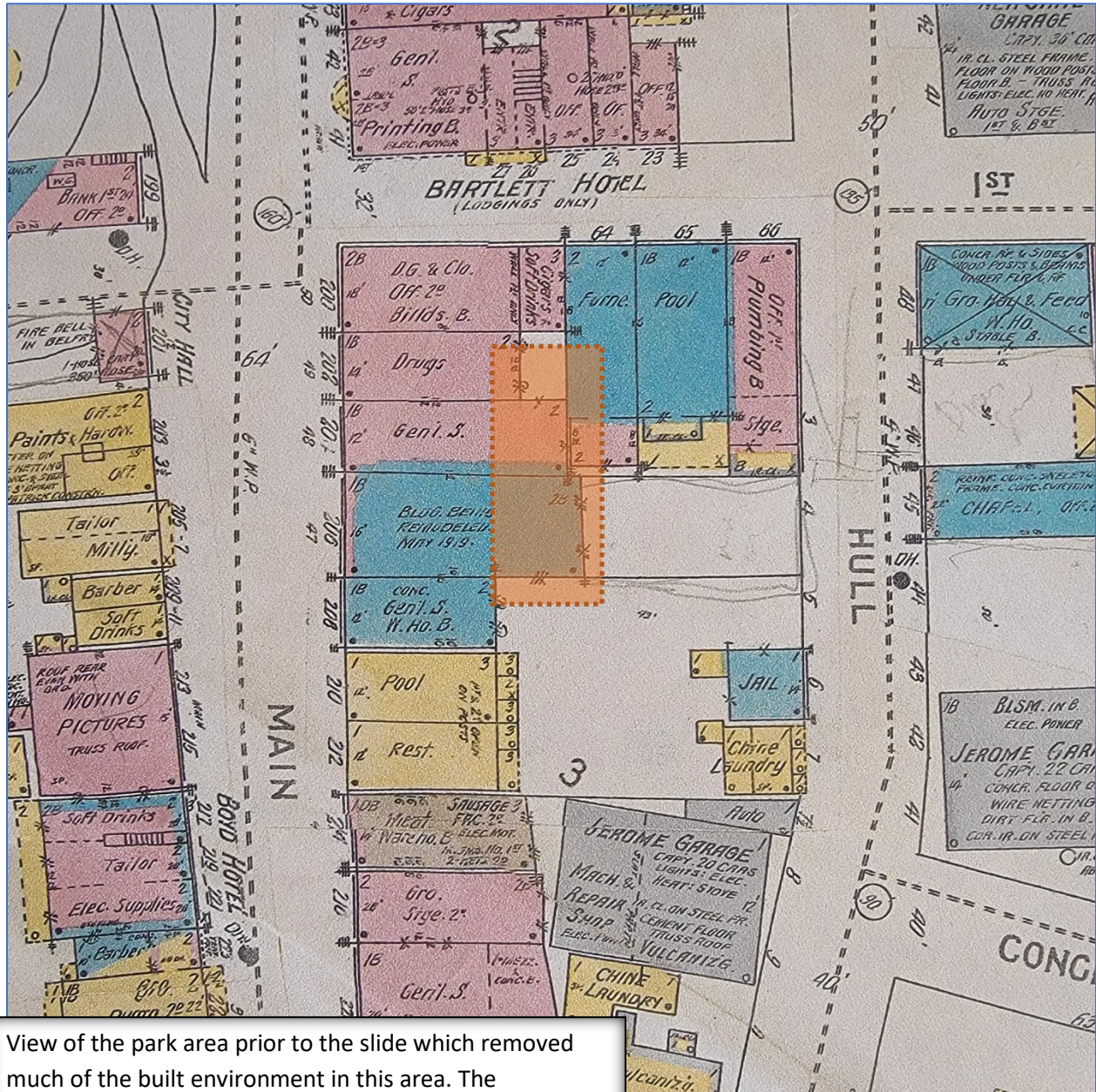
Background and Summary: The applicant is seeking approval to install a tool shed for the Town of Jerome community Garden, located at 301 Hull Avenue in the center of Town. There are 2 (two) design options to compare and discuss with the second style having a further 3 (three) options to choose from. The first option is a prefabricated vinyl shed, and the second option is a stick-built, permanent shed.

Building Background: The Parcel that contains the Community Garden (APN# 401-06-015) was once the center of the commercial district in the heart of Jerome, which due to fires, slides and other misfortunes, has all but disappeared. A review of the 1917 Sanborn maps shows a number of established businesses in this location prior to the slide, and the subsequent change of ownership to the Town of Jerome. A graphic with these maps is provided following this analysis.

Purpose and Considerations: Section 304.B.8 of the Jerome Zoning Ordinance requires that the Design review Board to review the exterior of proposed new buildings (or accessory structure in this case) within the Historic overlay district, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historical character of the Town of Jerome.

Response: The area of the community garden is sited surrounded by open spaces (a Park as well as Parking spaces, as well as a soon-to-be completed public restroom). The footprint of Historic buildings no longer present is sometimes visible, but predominant is the use of "Arizona flagstone" remnants of these buildings to define spaces, walls and landscape features. The proposed shed is a manufactured, beige Vinyl structure that will require assembly on to a foundation which is included. The height of the shed at the roof peak is 6'1" (six feet, one inches). It is wind-resistant to 110mph, and comes with a 15year limited warranty.

Regulations: Section 304.H.i of the Town of Jerome Zoning Ordinance says under the Review Criteria that; *"Garages, carports and sheds shall be visually compatible with buildings, structures and places to which they are visually related."*



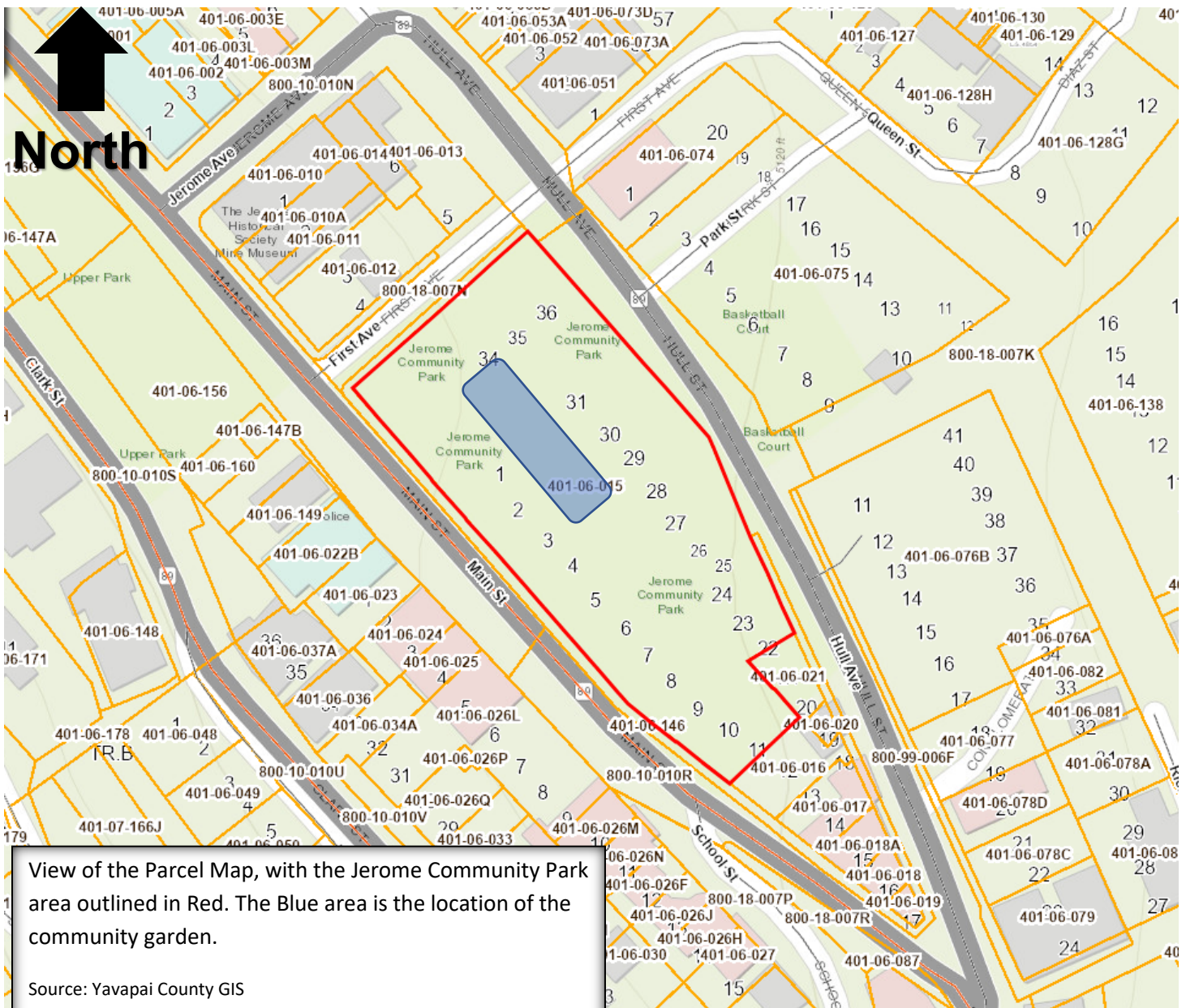
View of the park area prior to the slide which removed much of the built environment in this area. The Community Garden area is highlighted in orange.

Source: Sanborn fire risk maps, 1917



Aerial view of the Community Garden area (Outlined in orange) located at 301 Hull Avenue.

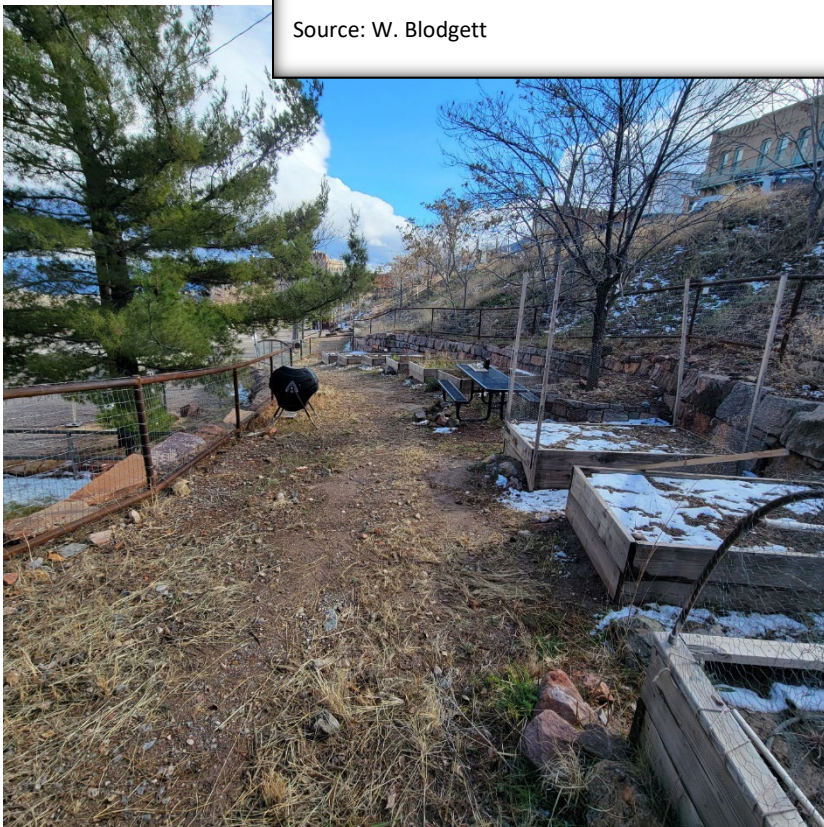
Source: Google Earth

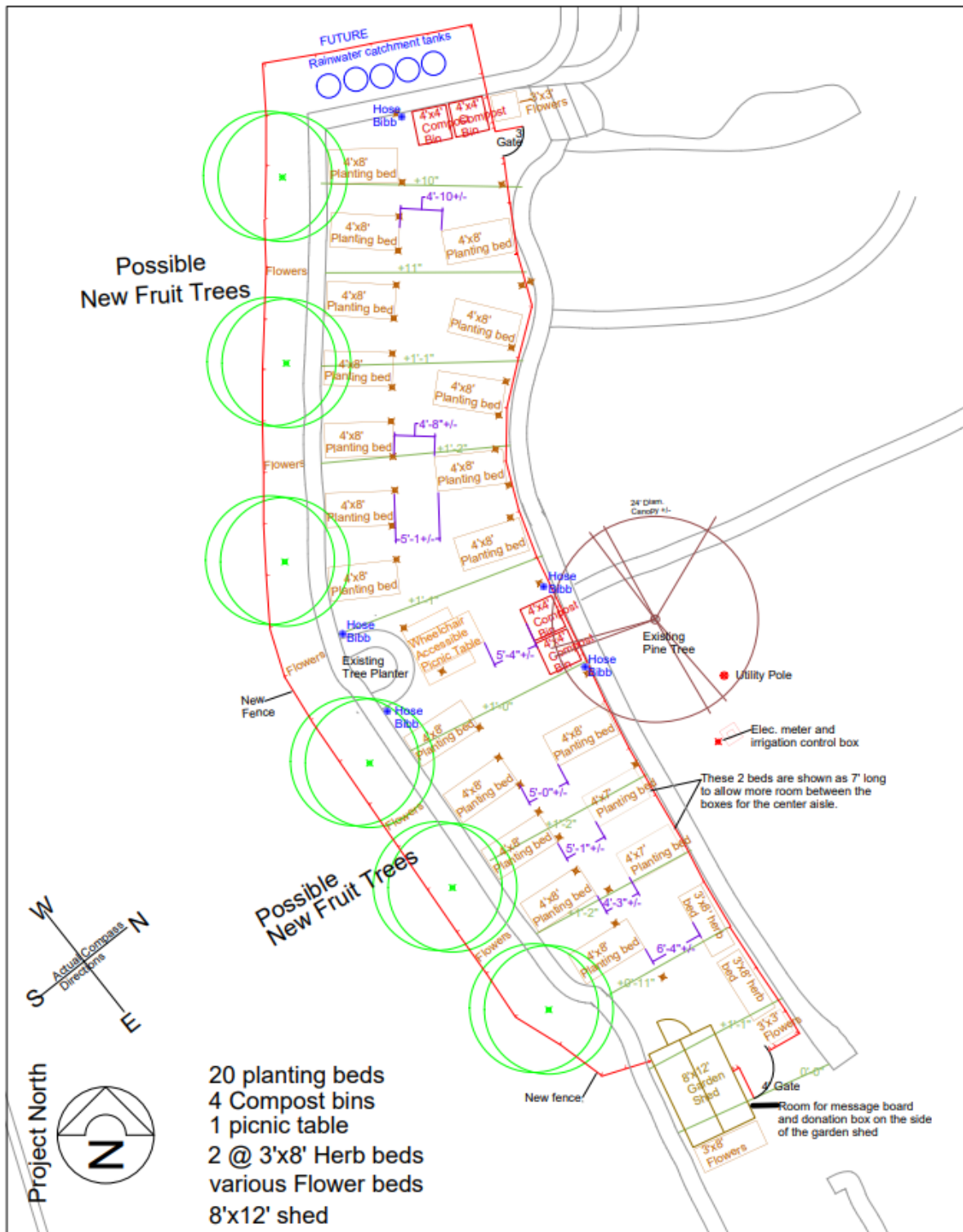




Two views of the community garden, (top) the first from the entrance looking northwest, (bottom) the second from the western end of the garden looking east.

Source: W. Blodgett





Proposed Community Garden Plan w/ 4'x8' planting beds (2@7')

Date: 2020-08-19

Drawn by: WIM

Scale: 1/16"=1'-0" +/-



Vinyl Shed option

Multiple Views of the 8' x 4' Shed, called a "lean-to" style. Foundation is included, and the shed arrives unassembled but requires no special skills to assemble and install.

Source: Manufacturers website



Vinyl Shed Option

Cross-section view of the shed interior.

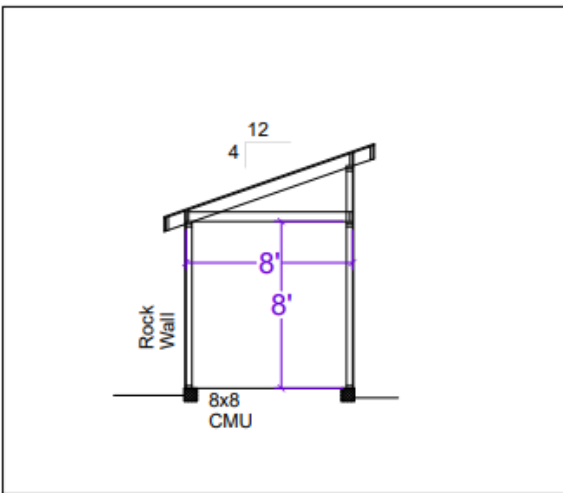
Source: Manufacturers website



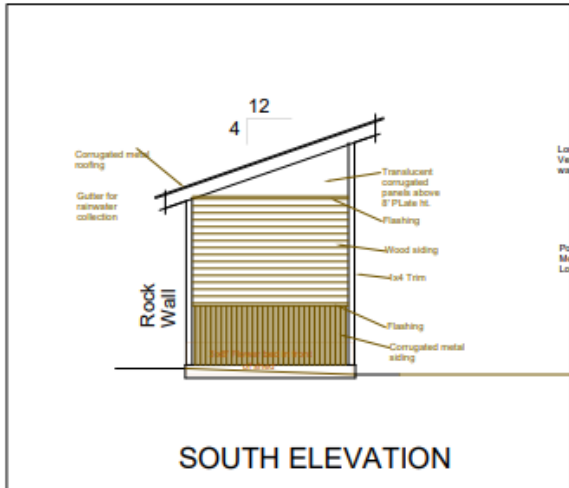
The following pages contain the stick-built shed options, of which there are three possibilities. The cost of the builds may vary depending on the requirements of the build and the price of the materials at time of purchase. It is expected that the labor costs will be minimal, or non-existent, relying on volunteer labor instead. A solid poured foundation is preferred for either of the shed styles.

Additionally, a resident on North Drive has offered to give the town a small shed with restroom and sink facilities that could make for a useful addition to be incorporated, or added if desired. Photographs of this are included after the proposed shed drawings.

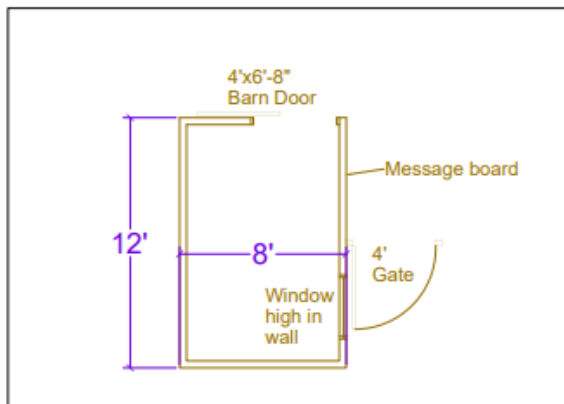
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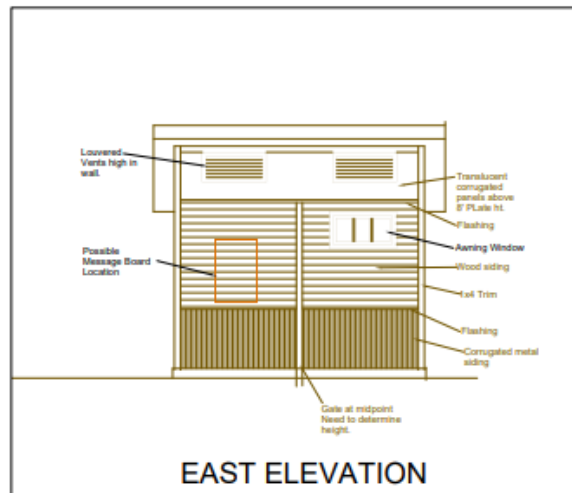
SHED SECTION



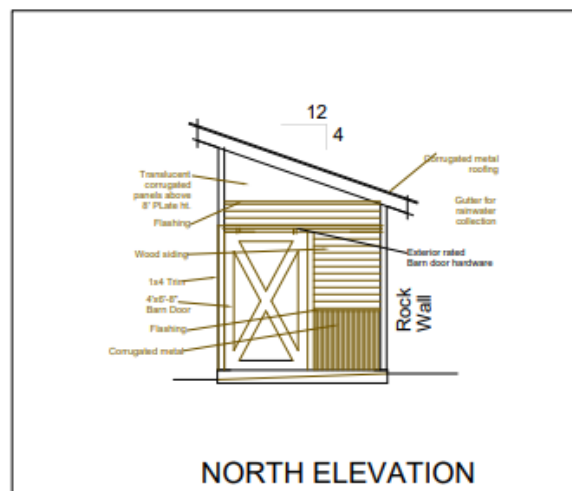
SOUTH ELEVATION



SHED PLAN



EAST ELEVATION



NORTH ELEVATION

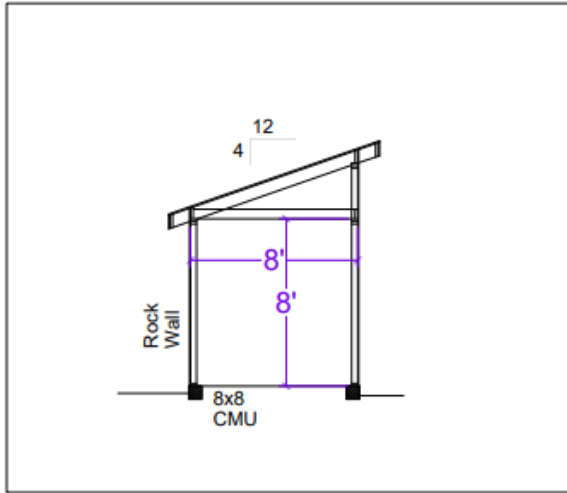
Jerome Community Garden Proposed Garden Shed Option 1

Date: 2020-08-20

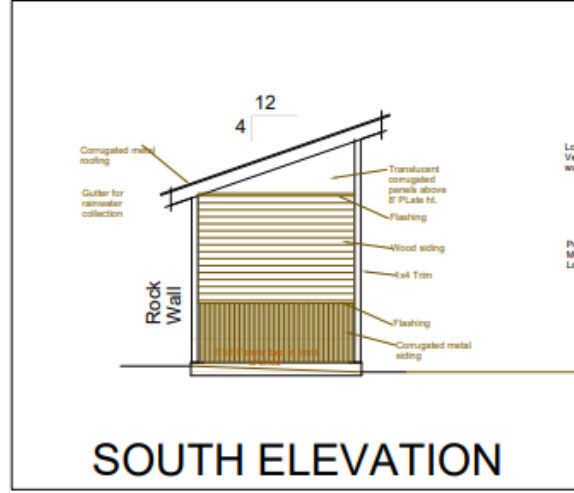
Drawn by: WIM

Scale: 1/8" = 1'-0"

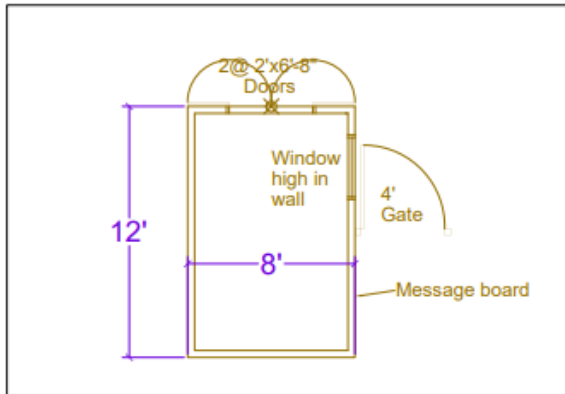




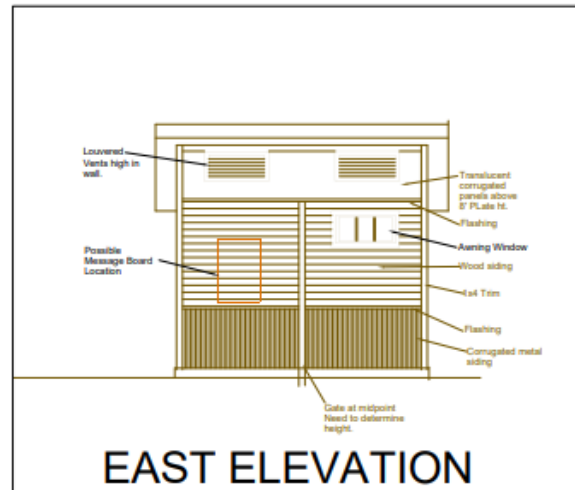
SHED SECTION



SOUTH ELEVATION



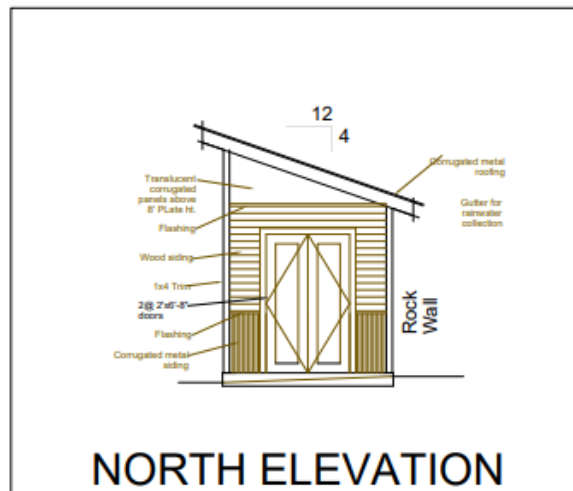
SHED PLAN



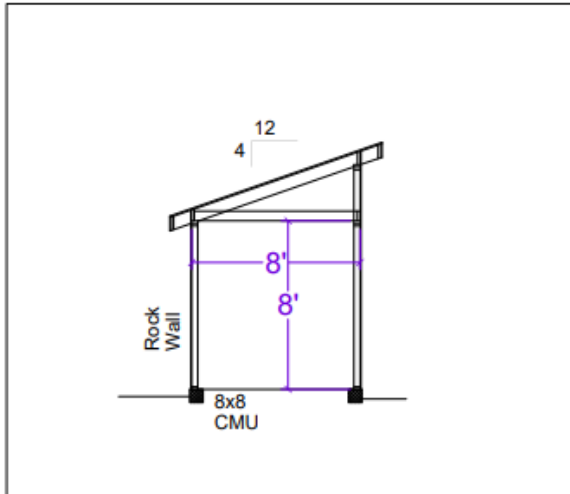
EAST ELEVATION

Jerome Community Garden Proposed Garden Shed Option 2

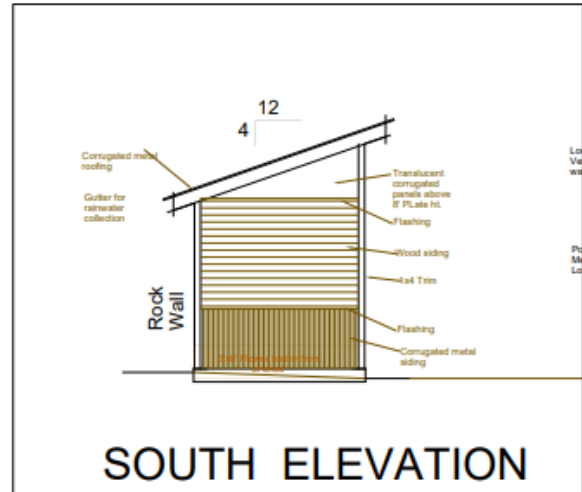
Date: 2020-08-20
Drawn by: WIM
Scale: 1/8" = 1'-0"



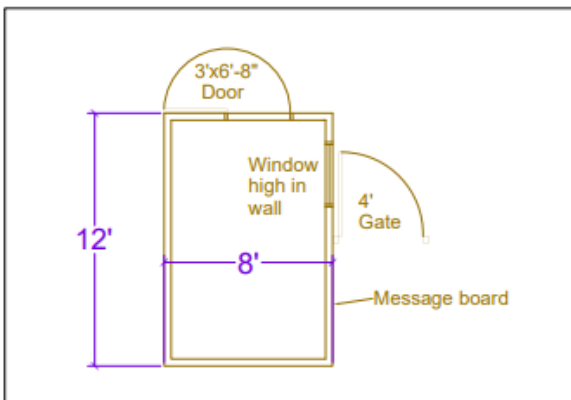
NORTH ELEVATION



SHED SECTION



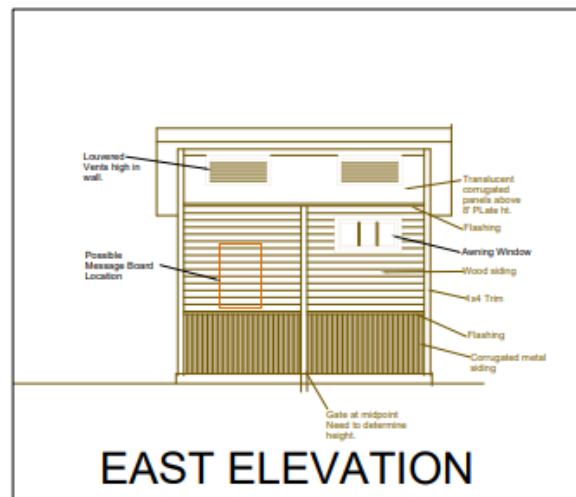
SOUTH ELEVATION



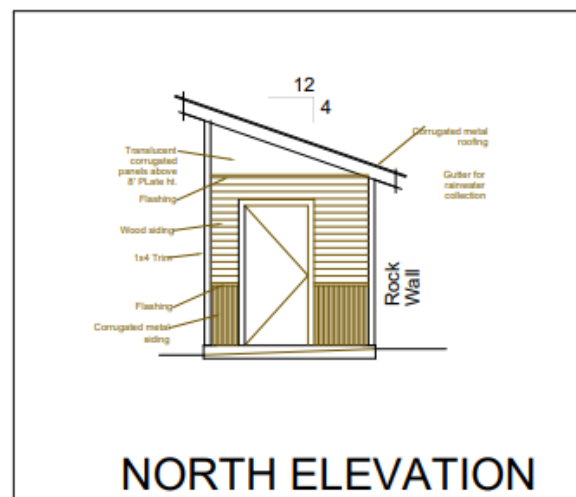
SHED PLAN

Jerome Community Garden Proposed Garden Shed Option 3

Date: 2020-08-20
Drawn by: WIM
Scale: 1/8" = 1'-0"



EAST ELEVATION



NORTH ELEVATION



Left & Below:

View of the exterior of a blue shed a resident is offering for the Garden project.

Source: W. Blodgett





Above:

View of the shed interior, including restroom facilities. Possible potting shed?

Source: W. Blodgett

Application & Related Information



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

- ☒ Site Plan Review \$300 ☒ Design Review \$25 to \$500 ☐ Conditional Use Permit (CUP) \$500
☐ Demolition \$50/\$200 ☐ Signage/Awning \$50 ☐ Paint/Roofing \$25
☐ Time Extension \$25 to \$200 ☐ Other: _____ ☐ Other: _____

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

Applicant: <u>Town of Jerome</u>	Owner: <u>TOS</u>
Applicant mailing address: <u>PO Box 335</u>	Property owner mailing address:
<u>Jerome AZ 86331</u>	<u>PO Box 335, Jerome AZ</u>
Applicant role/title: <u>Council Member TOS</u>	
Applicant phone: <u>928-634-7943</u>	Owner phone: <u>928-634-7943</u>
Applicant email: <u>w.blodgett@jerome.az.gov</u>	Owner email:
Project address:	Parcel number:
Describe project: <u>Install Prefabricated 4'x8' shed in community garden. Specs attached.</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: Sage Q. Hawley Date: 12-19-22

Property Owner Signature: _____ Date: _____

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: _____

Specifications

Dimensions: H 73 in, W 48.1 in, D 95.2 in



Dimensions

Approximate Depth (ft.)	8	Approximate Width (ft.)	4
Assembled Depth (in.)	95.2 in	Assembled Height (in.)	73 in
Assembled Width (in.)	48.1 in	Coverage Area (sq. ft.)	29.25 sq ft
Door Opening Height (in.)	61.8	Door Opening Width (in.)	29.8
Exterior Peak Height (ft.)	6.1	Sidewall Height (in.)	63.4

Details

Assembly Required	Yes	Capacity (cu. ft.) - Total	154.25 cu ft
Color Family	Beige	Door Type	Single
Features	Door Latch, Single Door, Vents	Floor Options	Without Floor
Foundation	Foundation Included	Included	Foundation
Manufacturers Recommended Assembly Time (hours)	4	Manufacturers Recommended Tools needed for Assembly	drill, phillips #2, hammer, ladder, crescent wrench
Maximum Roof Load	20	Maximum Wind Resistance	110
Number of People Recommended by Manufacturer to Assemble	2	Number of Windows	0
Product Weight (lb.)	126 lb	Returnable	90-Day
Roof Color Family	Beige/Bisque	Roof Material	Plastic
Roof Material	Vinyl	Roof Pitch	3:12
Roof Shape	Peak	Shed Type	Plastic
Siding Color Family	Beige/Bisque	Storage Capacity (cu. ft.)	172 cu ft
Style	Classic, Traditional	Style	Lean-To

Warranty / Certifications

Manufacturer Warranty	15 Years limited	
-----------------------	------------------	--

How can we improve our product information? [Provide feedback.](#)



TOWN OF JEROME

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

Zoning Administrator Analysis Design Review Board Tuesday, March 28, 2023

Item : 5

Location: 681 Main Street

Applicant/Owner: Scott Staab

Zone: R1-5

APN: 401-07-054

Prepared by: Will Blodgett, Zoning Administrator

Recommendation: Recommend Approval

Background and Summary: The applicant is seeking approval to replace and modernize the upstairs windows with Anderson 100 series Fibrex Composite windows. The applicant intends to install the windows himself, without any structural changes to the building. The windows are replacing older, inefficient aluminum windows that are currently on the building.

Building Background: 681 Main street, known as the "Gibson Market" is listed in the Arizona State Historic Property Inventory, 2007 survey as a two-story Folk-Victorian that is in good condition and is a contributing element to the National Historic Register. The survey records the structure as initially built in 1924, as a commercial market, while at the time of the 2007 survey it is listed as being mixed residential and retail commercial. The Historic property inventory pages are provided with the application information in this packet.

Purpose: The purpose of Design Review is to enable the Design Review Board to review the exterior design of proposed new buildings and structures, proposed alterations of buildings and structures, proposed signs, and proposed demolition of structures within the historic overlay district.

Property Standards: The Town of Jerome Zoning Ordinance in section 304.B.2 requires "Additions and exterior modifications" to be reviewed by the Design Review Board.

Response: The applicant is intending to replace outdated and inefficient windows with a modern, composite style that will increase the efficiency of heating and cooling the building. Andersen windows have been approved and installed on many buildings within Jerome and often time successfully maintained the historic and visual aesthetic that we prioritize.



View of the Gibson Market from Hwy. 89A
(Main Street) facing South.

Source: W. Blodgett



Left: Alternate view / angle of the Gibson market from across Hwy. 89A looking south. Windows to be replaced are highlighted in orange.

Source: W. Blodgett

Below: Additional view of the Gibson Market from Hwy. 89A facing southwest. Windows to be replaced are highlighted in orange.

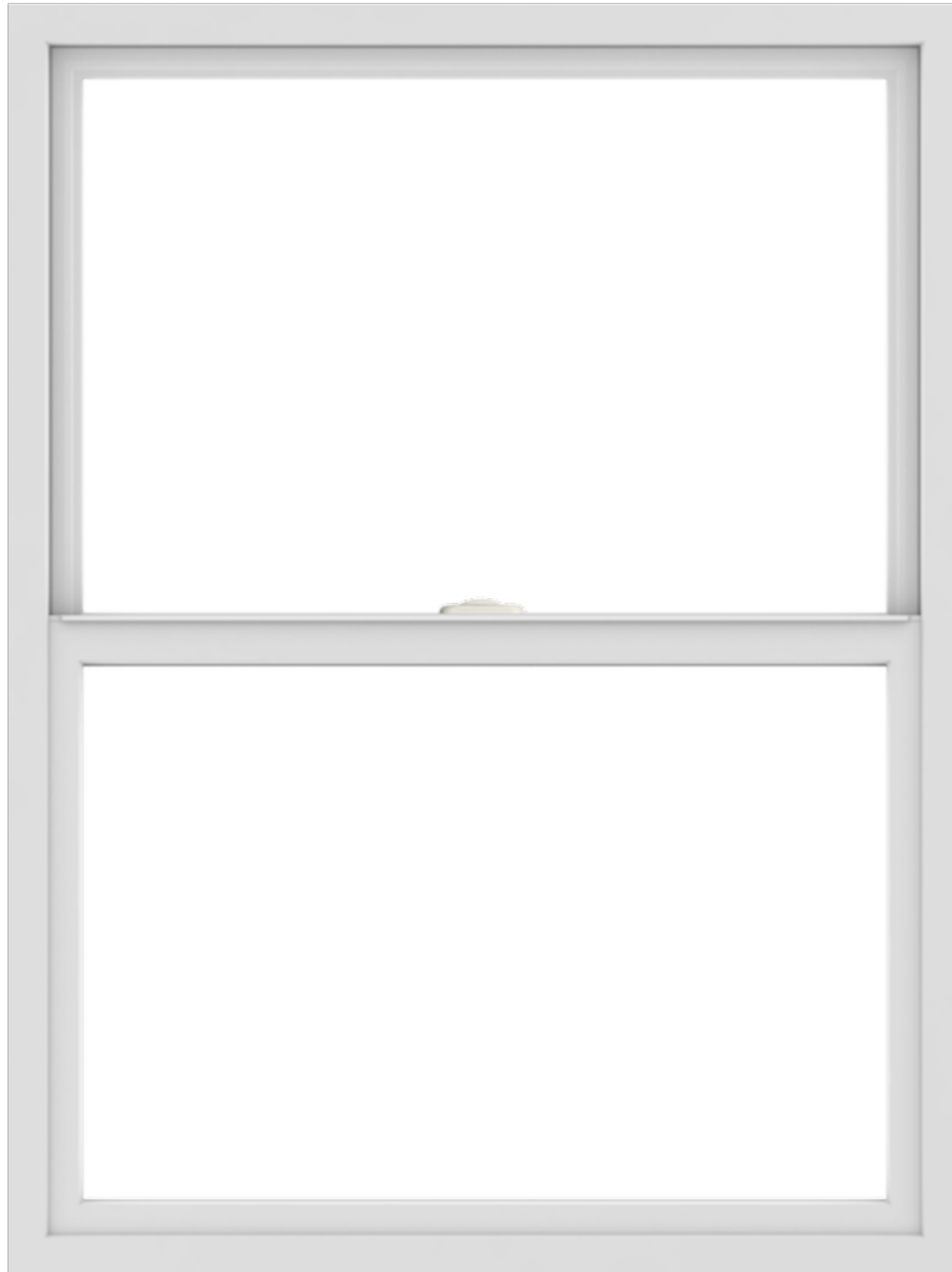
Source: W. Blodgett





View of the Gibson Market façade. The top-level windows are to be replaced, while the ground level windows will remain.

Source: W. Blodgett



Andersen 100-series windows in white (seen to the left) which are composed of a durable Fibrex material which adds strength and is able to block thermal transfer much more efficiently than aluminum windows.

Source: Manufacturers website

Application & Related Information

#5000 pd 3/1/23



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 type="checkbox"/> Signage/Awning \$50 | <input checked="" 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>Scott Staab</u>	Owner: _____
Applicant mailing address: <u>P.O. Box 32</u>	Property owner mailing address: _____
<u>Jerome, AZ 86331-32</u>	
Applicant role/title: <u>Owner</u>	
Applicant phone: <u>520-245-9909</u>	Owner phone: _____
Applicant email: <u>thegrimmspeaks</u>	Owner email: <u>@outlook.com</u>
Project address: <u>681 Main St</u>	Parcel number: _____
Describe project: <u>Replace upstairs windows</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: _____ Date: 2-23-23

Property Owner Signature: _____ Date: _____

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: _____	

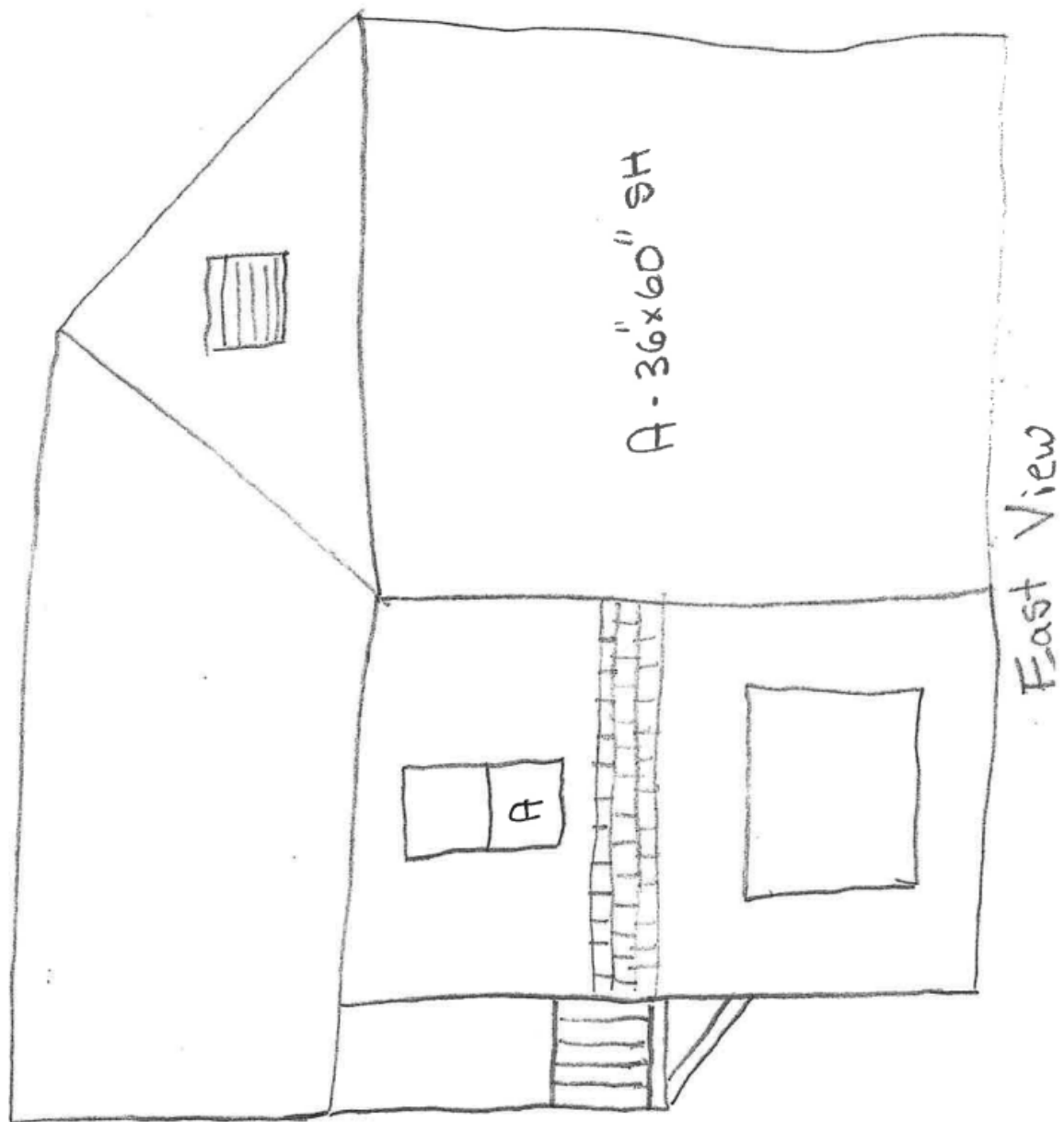
681 Main St

Replace upstairs windows with Anderson
100 Series windows.

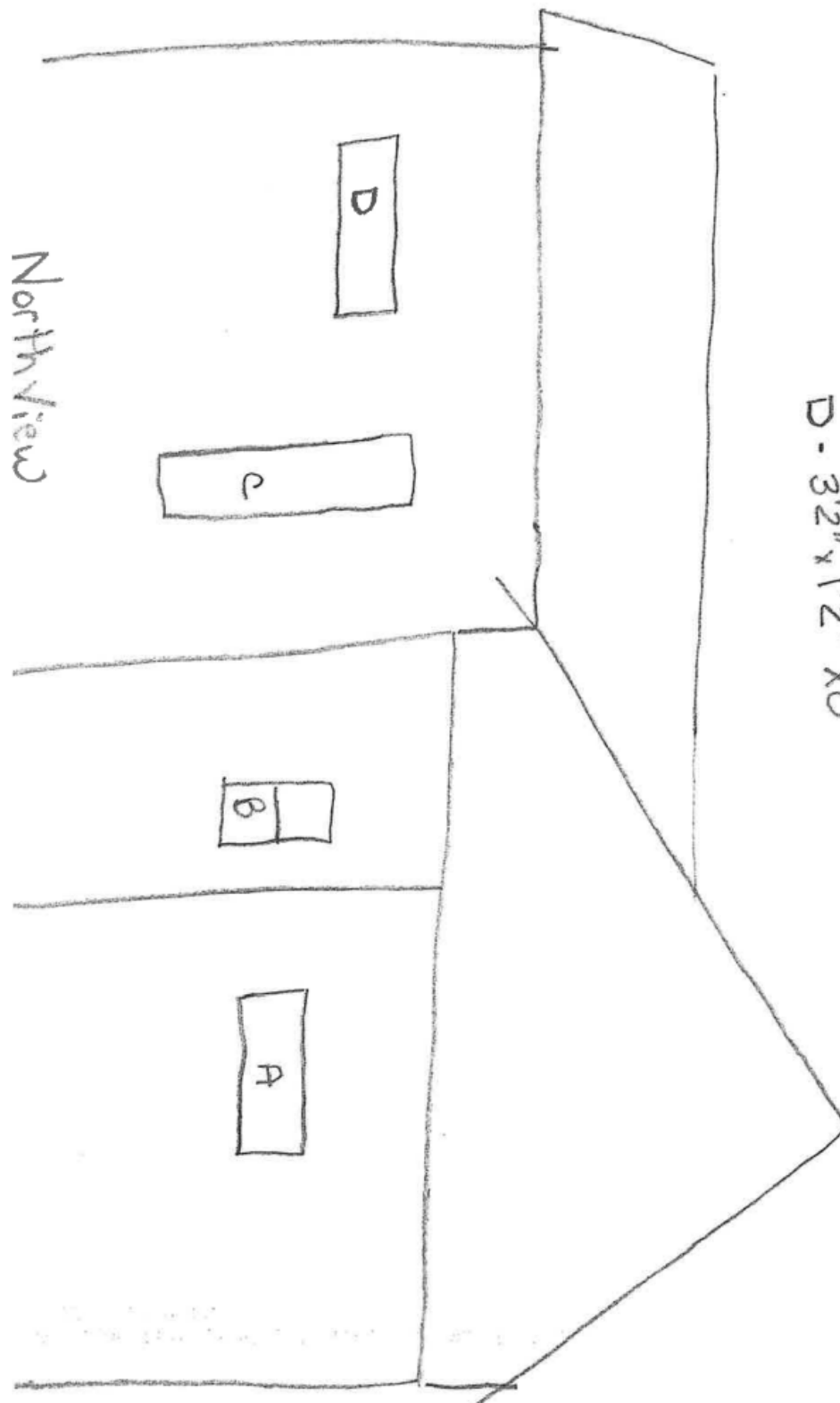
The windows will be replaced by me.

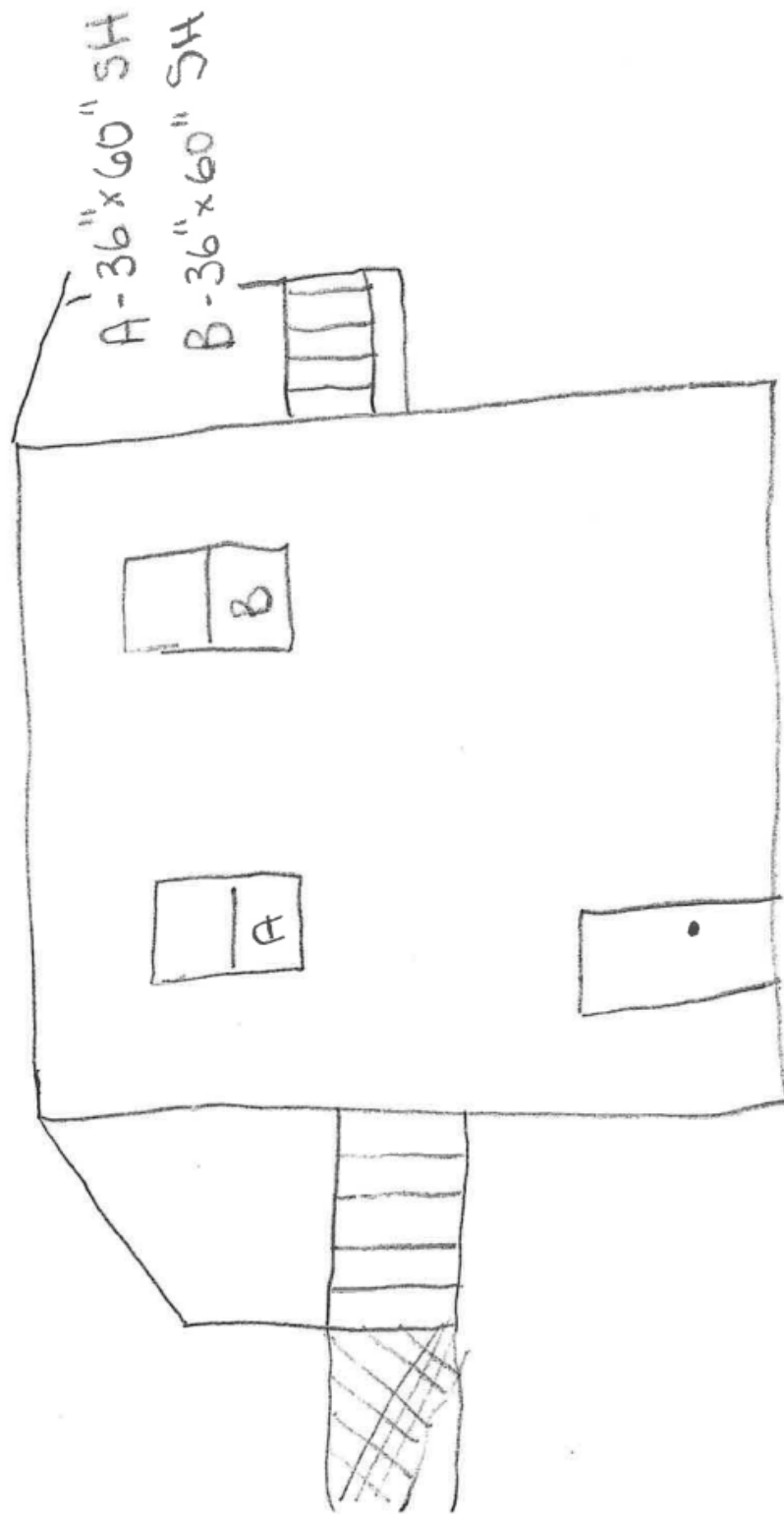
The exterior color will be white
of the windows

The 100 Series windows are a Fibrex Composite
window



A - 3'6" x 1'2" XO
 B - 2'4" x 2'6" SH
 C - 1'8" x 4'5" SH
 D - 3'2" x 1'2" XO





West View



North view

A - 36" x 60" SH
 B - 36" x 60" SH
 C - 32" Door
 D - 36" x 60" SH
 E - 36" x 60" SH
 F - 28" x 60" SH



2007 Town of Jerome Arizona
HISTORIC PROPERTIES SUMMARY SURVEY

PROPERTY IDENTIFICATION

For properties identified through survey: Site No. 169 Survey Area Mountain View Subdivision MS 2251

Historic Name(s) Gibson Market

(Enter the name(s). If any, that best reflects the property's historic importance.)

Address 681 S.R. 89A

City or ☐ Town Jerome ☐ vicinity County Yavapai Tax Parcel No. 401-07-052

Township 16 Range 2E Section 23 Quarters Acreage 0.03

Block Lot(s) 2 Plat (Addition) Year of plat (addition)

UTM reference: Zone Easting Northing

USGS 7.5' quadrangle map:

ARCHITECT ☐ not determined ☐ known Source

BUILDER ☐ not determined ☐ known Source

CONSTRUCTION DATE 1924 ☒ known ☐ estimated Source Co. Assessor, Sanborn Map

STRUCTURAL CONDITION

☒ Good (well maintained; no serious problems apparent)

☐ Fair (some problems apparent) Describe:

☐ Poor (major problems; imminent threat) Describe:

☐ Ruin/Uninhabitable

USES/FUNCTIONS

Describe how the property has been used over time, beginning with the original use.

1924 Grocery Store

2007 Retail/ Residential

Sources Sanborn Map 24
Co. Assessor, 81 Survey

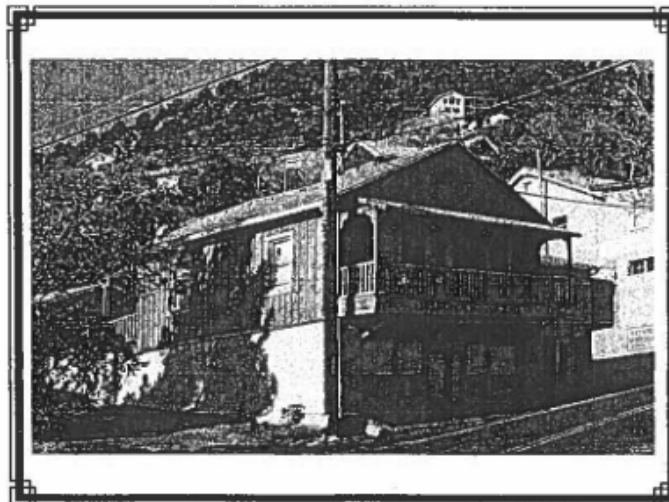
PHOTO INFORMATION

Date of photo 2007

View Direction (looking towards)

South West

Negative No. 681 S.R. 89A





2007 Town of Jerome Arizona

HISTORIC PROPERTIES SUMMARY SURVEY

A. HISTORIC EVENTS/TRENDS. Describe any historic events/trends associated with the property.

B. PERSONS. List and describe persons with an important association with the building.

C. ARCHITECTURE. Style Folk Victorian

☐ no style

Stories 2 ☐ Basement Roof form End Gable

Describe other character-defining features of its massing, size, and scale Covered Veranda. Sq. post support shed roof. Post have minimalist ornate 45d brackets at corners. Veranda is supported by 45d wood brackets.

INTEGRITY

To be eligible for the National Register, a property must have integrity, i.e., it must be able to visually convey its importance. The outline below lists some important aspects of integrity. Fill in the blanks with as detailed a description of the property as possible.

LOCATION. ☒ Original Site ☐ Moved: date original site

DESIGN. Describe alterations from the original design, including dates.

MATERIALS. Describe the materials used in the following elements of the property.

Walls (structure) Wood, Concrete

Walls (sheathing) Vertical Batten Board, Stucco

Windows Wood

Describe window structure 1 o/, 1 Dbl Hung, Fixed

Roof Asphalt Shingles

Foundation Conc., Masonry, Wood

SETTING. Describe the natural and/or built environment around the property. South West end of structure cut into hillside

How has the environment changed since the property was constructed?

WORKMANSHIP. Describe the distinctive elements, if any, of craftsmanship or method of construction. Full façade balcony at 2nd level w/, wooden angle supports.

NATIONAL REGISTER STATUS (if listed, check the appropriate box)

☐ Individually Listed; ☒ Contributor ☐ Noncontributor to

Historic District

Date Listed

☐ Determined eligible by Keeper of National Register (date)

RECOMMENDATIONS ON NATIONAL REGISTER ELIGIBILITY (opinion of SHPO staff or survey consultant)

Property ☐ is ☐ is not eligible individually.

Property ☐ is ☐ is not eligible as a contributor to a listed or potential historic district.

☐ More information is needed to evaluate.

If not considered eligible, state reason:

FORM COMPLETED BY

Name and Affiliation:

Mailing Address:

Gregory C. Hunt

D.A.P.A. Studio

P.O. Box 8 Cottonwood, AZ. 86326

Date: Nov.07

Phone #: 928-646-9205



TOWN OF JEROME

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

Zoning Administrator Analysis Design Review Board Tuesday, March 28, 2023

Item : 6

Location: 403 Clark Street

Applicant/Owner: Cornish Pasty Company

Zone: C-1

APN: 401-06-152H

Prepared by: Will Blodgett, Zoning Administrator

Recommendation: Recommend Approval

Background and Summary: The applicant is seeking approval to add a wall-mounted metal sign displaying the words; "Cornish Pasty Co." This will replace an existing sign that exceeds the allowable area by the Zoning Ordinance.

Building Background: The Cornish Pasty Company is located on the west end of the United Verde Apartments, or "UVX Apartments". Originally built in 1918 to house 32 individual apartments, the Arizona State Historic Property Inventory describes the building as;

"Three stories, concrete frame with structural tile infill, double hung windows and stucco above a concrete & stone foundation, with iron handrails and glass roofed entries suspended on decorative cables. Ceramic tile roof trim on parapet walls surrounding flat roofs with drains inside walls at corners. This building has suffered a great deal of damage due to lack of roof & downspout repair allowing water to get inside the building and break the bond between tile or concrete and stucco. Steps up one flight permit an arched door to the mechanical & storage areas on the ground level with flanking circular windows as decorative elements. The plan is basically symmetrical on two axis, being slightly modified at the north end due to the side shape."

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 add a second, wall mounted sign (Lettering anchored directly to the wall) on the lower wall of the United Verde Apartment building where county road splits from the Highway, and adjacent to the stairs that lead up to the Cornish Pasty Co. entrance. The location is ideal to catch the eye of tourists in vehicles, and pedestrian traffic moving up-town. The existing sign was mounted without Design Review, and is twice the allowed square footage for such signs. The fee, and the penalty were paid by Cornish Pasty prior to this review.

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.

Written statement from the applicant:

Description of Proposed Sign: Briefly, the proposed sign will look visually very similar to the existing sign but will be scaled down in size to satisfy the maximum 16 sq. ft. size requirement for an approved sanctioned sign. The lettering will be flat metal with mounting holes, matte black color. One single line of text, 'CORNISH PASTY CO.' all capitalized in Clarendon Condensed font; 'CORNISH PASTY' lettering height of 14" and 'CO.' lettering height of 10". Please see reference images provided for specific proposed placement, measurements, material specs, and lettering style.

Total Sq. ft. = 15.84



Font: Clarendon Condensed
Color: Matte Black
Mounting: Mounting Holes on Flat Letters
Material: Metal

Text: CORNISH
Approximate Width: 71.6"
Height: 14 inches

Text: PASTY
Approximate Width: 53.9"
Height: 14 inches

Text: CO.
Approximate Width: 17.1"
Height: 10 inches

materials source <https://www.craftcuts.com/metal-wall-letters.html>



View of the existing, oversized wall-sign as seen from County Road & Clark Street (Hwy. 89A). View facing South.

Source: W. Blodgett



Additional view of the Wall sign from across Clark St. (Hwy. 89A) Showing more of the United Verde Apartments. The new signage that is within regulations will replace the existing sign seen above.

Source: W. Blodgett



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

- ☐ Site Plan Review \$300 ☒ Design Review \$50 to \$500 ☐ Conditional Use Permit (CUP) \$500
☐ Demolition \$50/\$200 ☒ Signage/Awning \$50 ☐ Paint/Roofing \$25
☐ Time Extension \$200 ☐ Other: _____ ☐ Other: _____

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

Applicant: <u>Cornish Pasty Co.</u>	Owner: <u>Dean Thomas</u>
Applicant mailing address: <u>PO Box 12</u>	Property owner mailing address: <u>PO Box 12</u>
Applicant role/title: <u>Manager</u>	
Applicant phone: <u>480-298-7913</u>	Owner phone: _____
Applicant email: <u>CornishPastyCo@gmail.com</u>	Owner email: <u>7@gmail.com</u>
Project address: <u>403 Clark St. B-1</u>	Parcel number: _____
Describe project: <u>Sign on building 2 1/2 ft X 18 in</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: D. Parn Date: 10/13/22

Property Owner Signature: D. Parn Date: 10/13/22

For Town Use Only	
Received from: <u>Cornish Pasty</u>	Date: <u>10/13/22</u>
Received the sum of \$ <u>100.00</u> as: <input checked="" type="checkbox"/> Check No. <u>1247</u> <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	
By: <u>SM</u>	For: <u>DRB</u>
Tentative Meeting Date/s - DRB: _____ P&Z: _____	