



TOWN OF JEROME

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

Regular Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Tuesday, May 24, 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: Special meeting of the Town of Jerome Design Review Board, Monday April 4th, 2022

Discussion/Possible Action

Continued Items/Old Business:

Item 4: Election of new officers, chair and vice chair

New Business:

Item 5: Request approval for change of paint color for door & window trim

Applicant/Owner: Jay Kinsella

Zone: C-1

Address: 37 Rich Street

APN: 401-06-081

Applicant is seeking approval to change the paint colors for the door and window trim as well as the top dormers.

Item 5b: Request approval for a change to the exterior paint colors.

Applicant/Owner: Jerome Historical Society

Zone: C-1

Address: 200 Main Street

APN: 401-06-010

Applicant is seeking approval to change the paint colors for the Mine Museum.

Discussion/Possible Action

Meeting Updates:

Item 6: Updates of Recent and Upcoming Meetings

- a) **April 12 Council meeting** – Approved the minutes from the April 6, 2022 special meeting; April 12, 2022 special meeting (open and closed sessions); April 12, 2022 regular meeting; April 18, 2022 special meeting (open and closed sessions). A CUP for 511 Main Street was tabled while staff gather additional information. A temporary construction easement for drainage improvements was approved along with a bridge loan for the wastewater treatment plant improvement project. Approved a CUP for 123 Hill street for residential apartments. Council approved the start of construction for drainage improvements to begin at 6:00a.m, and added Juneteenth as a paid town holiday.
- b) **April 19 P&Z meeting** – The Minutes from the Regular meetings of the P&Z Commission from February 16, 2022 and the Regular meeting of March 16, 2022 were approved, while the minutes from the Joint Special meeting of February 2022 were tabled for corrections. A CUP for residential apartments at 123 Hill St. was recommended for Approval, while a renewed approval request for an accessory feature (Generator) at 103 Dundee was tabled for a neighborhood meeting to be set up at a future date. (Note: This application has been withdrawn).

Item 7: Future DRB Agenda Items for Tuesday, June 28, 2022: Nothing currently scheduled

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

Monday, April 4, 2022, 6:00 pm

600 Clark Street, Jerome, AZ

DRAFT MINUTES

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

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

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

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

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

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

Discussion/Possible Action

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

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

Continued Items/Old Business: none

New Business:

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

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

Discussion/Possible Action

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

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

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

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

Motion to approve Amendment of DRB bylaws: meeting dates

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

Meeting Updates:

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

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

approved solicitation of bids for a garbage truck.

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

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

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

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

Item 6: Adjourn

Motion to adjourn at 6:12 p.m.

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

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

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



Founded 1876
Incorporated 1899

Town of Jerome, Zoning Administrator's Analysis

Design Review Board: Tuesday, May 24, 2022
Prepared by: William Blodgett

ITEM 5:

Location: 37 Rich Street

Applicant: Jay Kinsella

ZONE: C-1

APN: 401-06-081

Recommendation: Review/Recommend Approval to Council

Prepared by: William Blodgett, Zoning Administrator

Background & Summary: The applicant, Jay Kinsella requests design approval to repaint the window and door trim and top dormers on the property at 37 Rich Street. The existing window trim and the existing door trim as well as the top dormers are all currently white, and Mr. Kinsella seeks approval for the window trim to be changed to light gray color called "Foil" and the door trim to be changed to a slightly darker gray called "Baby Seal". The property at 37 Rich street was constructed in 1904, and underwent renovations in 1986 and 2009 according to Yavapai County. The duplex was built using frame and stucco with a gabled roof and is a typical example of a rooming house of the period. The Town of Jerome's Historic Property inventory records this structure as no. 90 in its inventory, and that "Chinaman Yee Hong Song" who once owned the English Kitchen, used to reside there.

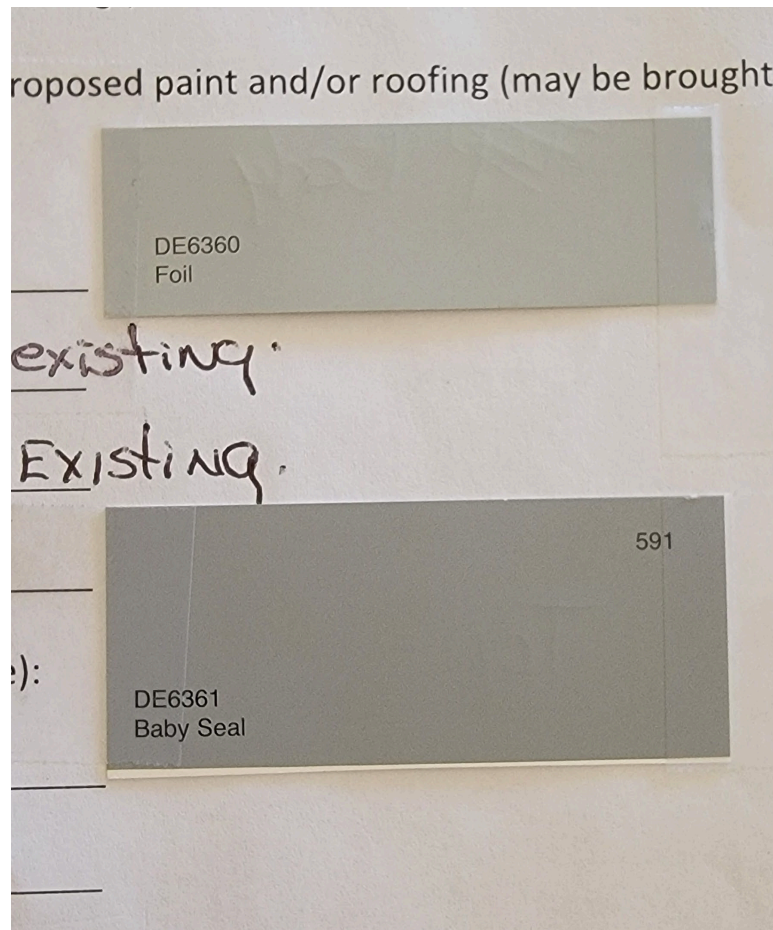
SECTION 304. DESIGN REVIEW

A. 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, landscaping plans, proposed signs, and proposed demolition of structures, 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. Design Review is intended to promote and preserve Jerome's economic and environmental well-being which depends exclusively upon its distinctive character, natural attractiveness, and overall architectural quality which contribute substantially to its viability as a recreational and tourist center and which contributed to its designation as a National Historic Landmark. Design Review is intended to enrich the lives of all the citizens of Jerome by promoting harmonious, attractive, and compatible development, and is therefore considered to be in furtherance of the general welfare. The provisions of this Section shall apply to all new construction, exterior alterations, demolitions, and signs, in the Historic Overlay District.

2. The Design Review Board shall review a submitted application for *Design Approval of Alterations, Additions, or Renovations to Existing Buildings or Structures*, and shall have the power to approve, conditionally approve, or disapprove all such requests, basing its decision on the following criteria:
- a. ARCHITECTURAL FEATURES AND DETAILS – Original porches, decks, balconies, canopies, doors, windows, walls, fences, stairways, eaves, cornices, and other architectural features and details shall be preserved and retained where feasible. Necessary replacement of these features should be as near as possible to the original feature in design and material.
 - b. ROOFS – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
 - c. COLOR – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.
 - d. MATERIALS AND TEXTURE – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.

Response: Mr. Kinsella has provided the two samples of the new colors to be used on the door and window trim as seen in the graphic below. The “Foil” color to be used on the window trim, and the “Baby Seal” color to be used on the door trim, and the top dormer. Both new colors are replacing the old white paint on these two features.



5. The Design Review Board shall have thirty (30) days from the date of submission of a complete application to review the request and approve, conditionally approve, or reject, said request, and notify the applicant of his decision in writing. If, however, the Design Review Board wishes to hold a public hearing on the request, the Board shall fix a reasonable time for such hearing, but not more than forty-five (45) days from the date of submission of a complete application. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. The Design Review Board shall give notice of the hearing at which the application will be considered by publication of notice in the official newspaper of the Town and by posting the property affected not less than, fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered. In such case, the Design Review Board shall render its decision within fifteen (15) days after the public hearing.
6. If the decision is to deny the request for Design Approval, the applicant shall be so notified in writing, and the decision shall set forth in detail the reasons for denial.
7. If the decision is to approve or conditionally approve the request for Design Approval, all copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the chairman of the Design Review Board. One (1) copy of said approved plan and conditions shall be mailed to the applicant, one (1) copy shall be filed with the Building Inspector, and one (1) with the Zoning Administrator.

[Ord. No. 374; Ord. No. 406; Ord. No. 451]

Response: The Design Review Board is asked to review the submitted application in regards to aesthetic quality of the building and possible impacts to the historic nature and visual compatibility of the change in color, and approve or deny the change.

Zoning Administrator's Response: The change in paint color is focused on the trim of the doors and windows as well as the top dormer of the structure and not the exterior wall surfaces, or roof itself. The gray tones used fit with the historic tones used after the turn of the century and can be compared to "Phelps Dodge Gray" which was used heavily within the Town of Jerome. From a planning and historic preservation perspective, I see no incompatibilities with the requested change in color for these architectural features.



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

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

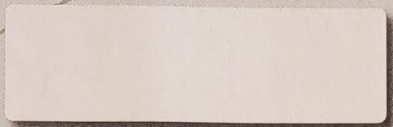
Applicant: <u>Jay Kinsella</u>	Owner: <u>SAME</u>
Applicant mailing address: <u>P.O. Box 898</u>	Property owner mailing address: _____
<u>Jerome, Az 86331</u>	<u>SAME</u>
Applicant role/title: <u>owner/painter</u>	_____
Applicant phone: <u>(928) 254-4332</u>	Owner phone: <u>SAME</u>
Applicant email: <u>jay1362@gmail.com</u>	Owner email: <u>SAME</u>
Project address: <u>37 Rich St.</u>	Parcel number: <u>401-06-081</u>
Describe project: _____	

- 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: _____

Property Owner Signature: Jay Kinsella Date: 5/4/2022

For Town Use Only	
Received from: <u>Jay Kinsella</u>	Date: <u>5/4/22</u>
Received the sum of \$ <u>25</u> as: <input checked="" type="checkbox"/> Check No. <u>886</u>	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card
By: <u>T. Card</u>	For: <u>Paint Permit</u>
Tentative Meeting Date/s - DRB: _____	P&Z: _____



Map Scale: 1:500



Founded 1876
Incorporated 1899

Town of Jerome, Zoning Administrator's Analysis

Design Review Board: Tuesday, May 24, 2022
Prepared by: William Blodgett

ITEM 5b:

Location: Request approval for a change to the exterior paint colors.

Applicant: Jay Kinsella, Jerome Historical Society

ZONE: C-1

APN: 401-06-010

Recommendation: Review/Recommend Approval to Council

Prepared by: William Blodgett, Zoning Administrator

Background & Summary: The applicant, Jay Kinsella (Jerome Historical Society) requests design approval for a change of paint colors to the Mine Museum Gift shop at 200 Main Street. The current color is a light mint green, and the Historical Society is requesting to change the exterior paint color to one of the samples provided with the application. Historical Society records indicate that the last time the building was painted was in the mid 1980's. Prior to painting, the building will undergo surface preparation, which in conjunction with the painting, will take place over several days starting early in the morning and ending no later than 11:00a.m. to avoid pedestrian traffic.

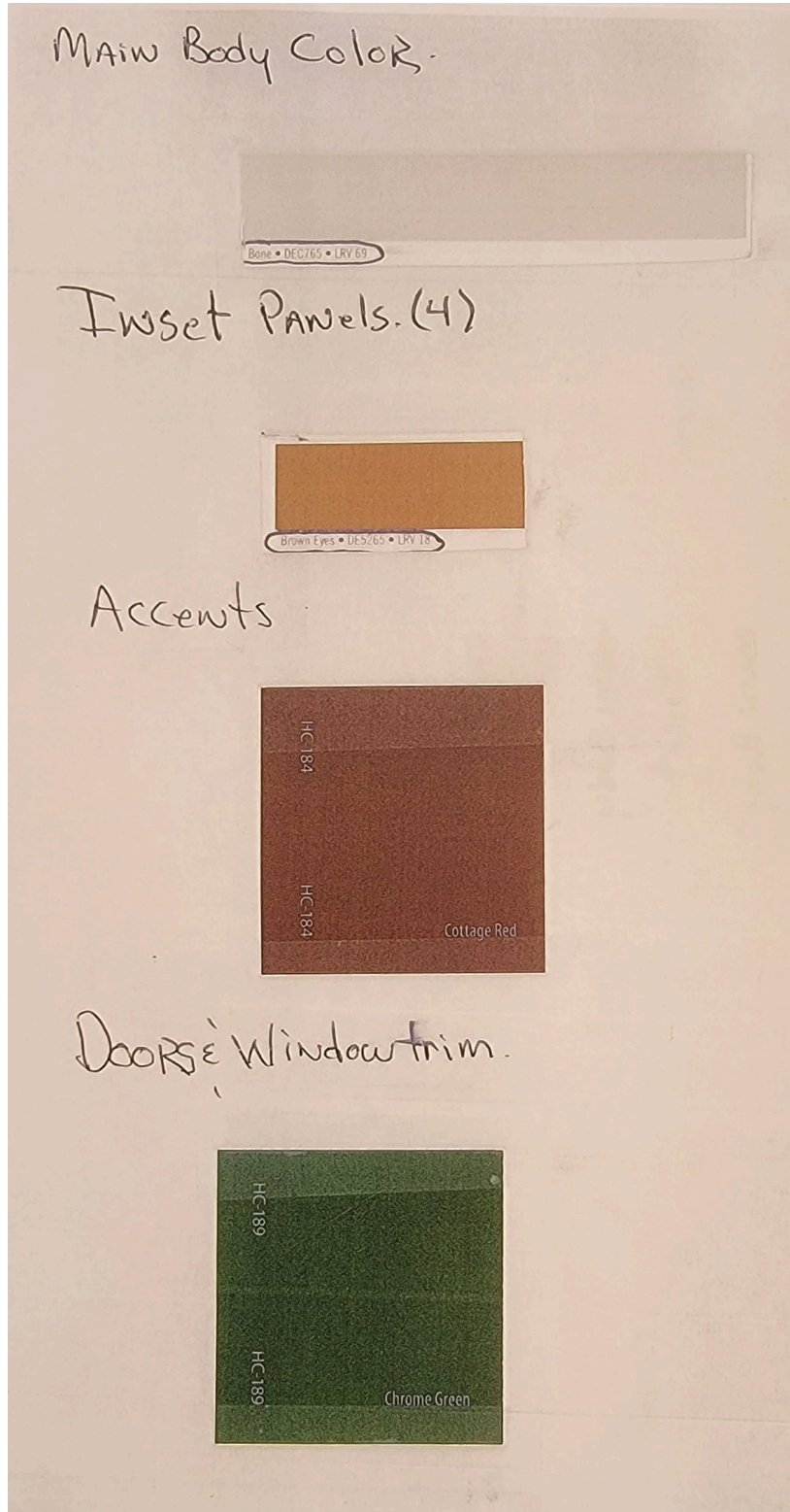
SECTION 304. DESIGN REVIEW

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 - b. **ROOFS** – Original roof shape, design, and material shall be preserved and retained where feasible. Where contemporary roofing material is used, it should be as near as possible to the appearance of the original roofing material.
 - c. **COLOR** – Exterior colors should be as near as possible to the original colors appropriate to the years during which the particular building or structure was built.
 - d. **MATERIALS AND TEXTURE** – The original exterior materials and texture shall be preserved and retained where feasible. Where contemporary materials are used, they should be as, near as possible to the original material and texture.

Response: The Historical Society has provided a page of color samples and the intended locations for these samples. The Main body of the building is intended to be a very light grayish color called "Bone." while the four inset panels will be painted "Brown Eyes". Accent features on the building are to be painted "Cottage Red" and lastly door and window trim is to be painted a deep green called "Chrome Green". The color samples are shown in the following exhibit;



5. The Design Review Board shall have thirty (30) days from the date of submission of a complete application to review the request and approve, conditionally approve, or reject, said request, and notify the applicant of his decision in writing. If, however, the Design Review Board wishes to hold a public hearing on the request, the Board shall fix a reasonable time for such hearing, but not more than forty-five (45) days from the date of submission of a complete application. Prior to holding a public hearing, a Neighborhood Meeting may be required in accordance with Section 306 of this Zoning Ordinance. The Design Review Board shall give notice of the hearing at which the application will be considered by publication of notice in the official newspaper of the Town and by posting the property affected not less than, fifteen (15) days prior to the hearing. The notice shall set forth the time and place of the hearing and include a general explanation of the matter to be considered. In such case, the Design Review Board shall render its decision within fifteen (15) days after the public hearing.
6. If the decision is to deny the request for Design Approval, the applicant shall be so notified in writing, and the decision shall set forth in detail the reasons for denial.
7. If the decision is to approve or conditionally approve the request for Design Approval, all copies of the approved plan, with any conditions shown thereon or attached thereto, shall be dated and signed by the chairman of the Design Review Board. One (1) copy of said approved plan and conditions shall be mailed to the applicant, one (1) copy shall be filed with the Building Inspector, and one (1) with the Zoning Administrator.

[Ord. No. 374; Ord. No. 406; Ord. No. 451]

Response: The Design Review Board is asked to review the submitted application in regards to the aesthetic quality of the building and possible impacts to the historic nature and visual compatibility of the change in color, and approve or deny the change.

Zoning Administrator's Response: The colors chosen by the Jerome Historical society are in line with the historic colors used on the building and throughout the surrounding commercial district. The green and gray colors fit with the aesthetic of the "Dodge Phelps Green" and "Dodge Phelps Gray" used commonly throughout Jerome. The additional colors used on accents and inset panels also fit with the historic colors seen around the commercial district and elsewhere in Jerome.



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 \$200
- Other: _____
- Other: _____

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

Applicant: <u>Jay Kinsella</u>	Owner: <u>Jerome Historical Society</u>
Applicant mailing address: <u>P.O. Box 156</u>	Property owner mailing address: <u>P.O. Box 156</u>
<u>Jerome, AZ 86331</u>	<u>Jerome, AZ 86331</u>
Applicant role/title: <u>General Manager</u>	
Applicant phone: <u>(928)-254-9832</u>	Owner phone: <u>(928) 634-1066</u>
Applicant email: <u>kinsella@jeromehistorical.society.com</u>	Owner email: <u>administrator@jeromehistorical.society.com</u>
Project address: <u>200 Main St.</u>	Parcel number: <u>401-06-010</u>
Describe project: <u>Exterior Painting</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: [Signature] Date: 4/13/2022
 Property Owner Signature: [Signature] Date: 4/13/2022

For Town Use Only

Received from: Jay Kinsella Date: 5-3-22

Received the sum of \$ 25.00 as: Check No. 4427 Cash Credit Card

By: KM For: DRB - paint

Tentative Meeting Date/s - DRB: 5-24-22 P&Z: _____



Jerome Historical Society, Inc.

P.O. Box 156
Jerome, AZ 86331



May 3, 2022

Will Blodgett

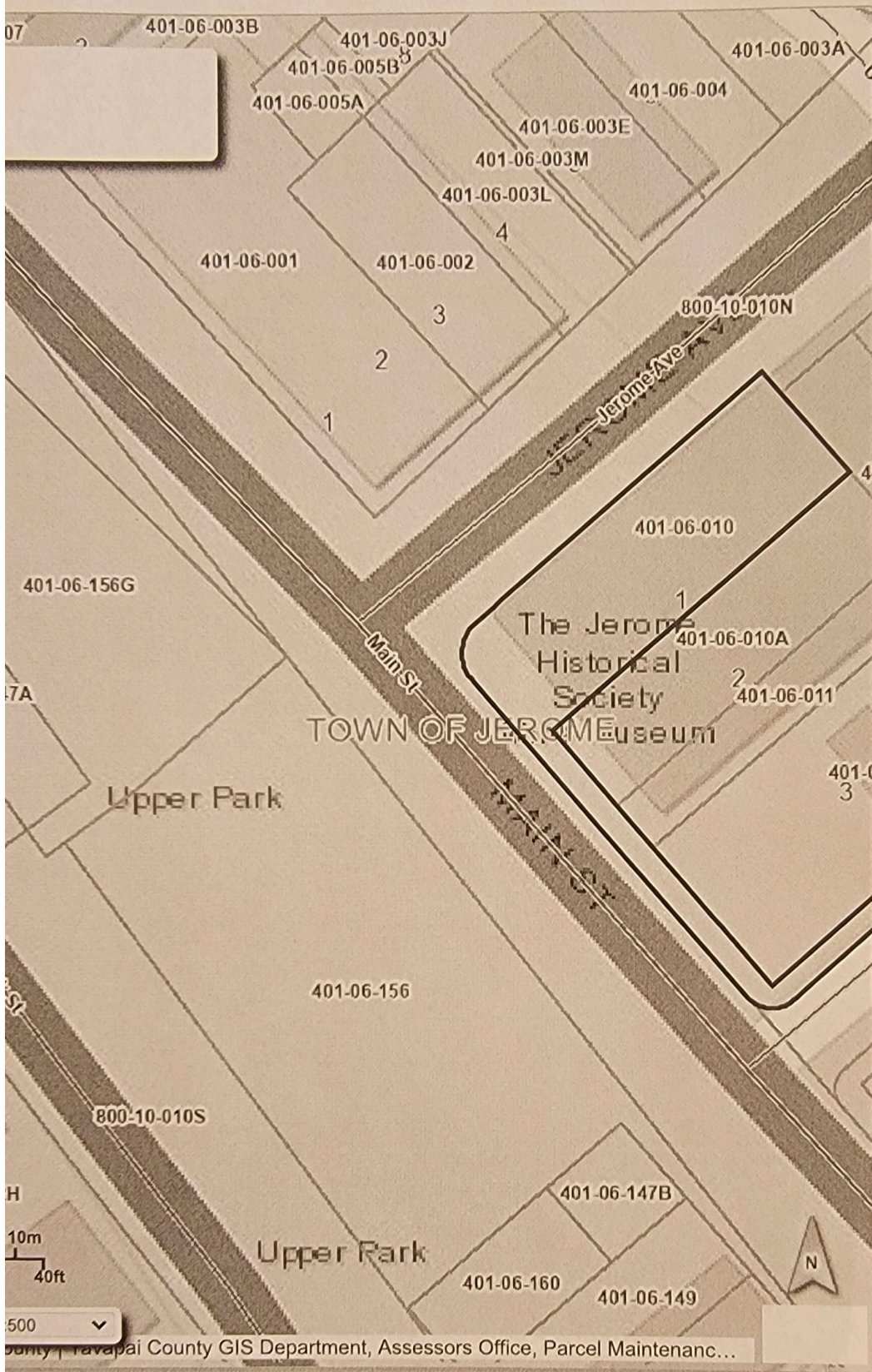
Planning and Zoning Administrator Town of Jerome / Design and Review Board
Board Members and Will,

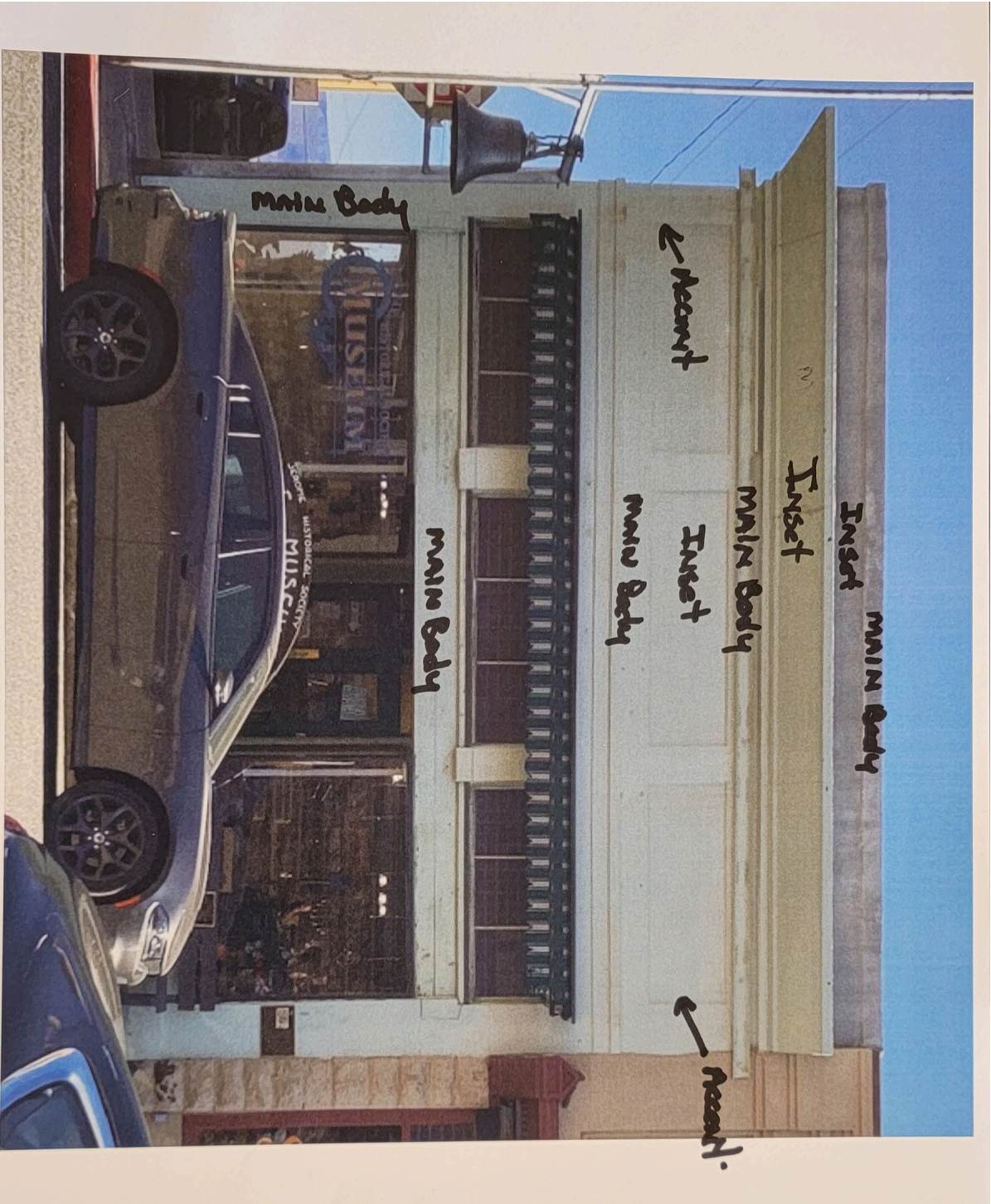
The Jerome Historical Society would like to ask for approval on a change of paint colors to the Mine Museum and Gift Shop. The location of the building is 200 Main Street. The current color is a light mint green, and we would like to change that color. Provided in the packet is our color choices and where on the building the new paint will be applied. Our records indicate that the building was last painted in the mid 1980's. Prior to the painting there will be surface preparation. The preparation and painting will take place over several days, starting early in the morning and ending no later than 11:00am to avoid walking traffic.

Thank you for your attention to this matter,

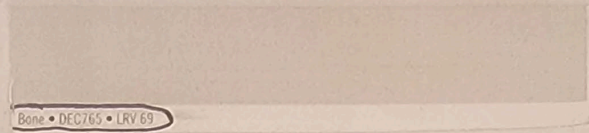
Jay Kinsella, General Manager

Jerome Historical Society

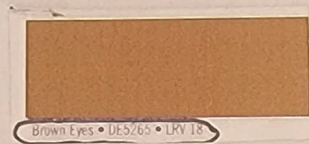




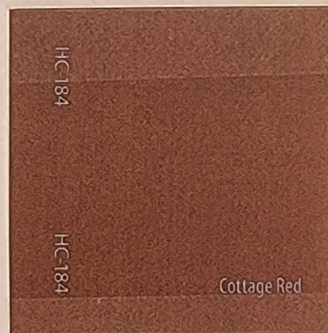
Main Body Color.



Inset Panels. (4)



Accents



Doors & Window trim.

