



TOWN OF JEROME

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

Special Meeting of the Town of Jerome

DESIGN REVIEW BOARD

Monday, April 4, 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 of the regular meeting of February 7, 2022

Discussion/Possible Action

Continued Items/Old Business: none

New Business:

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

Meeting Updates:

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 16^h 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.

Item 5: Future DRB Agenda Items for next meeting, date to be determined: Nothing currently scheduled

Item 6: 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, February 7, 2022, 6:00 pm

CONDUCTED VIA ZOOM

MINUTES

6:01 (0:11) Item 1: Call to order

Chair Tyler Christensen called the meeting to order at 6:01 p.m.

Deputy Town Clerk Rosa Cays called the roll. Present were Chair Christensen, Vice Chair Brice Wood, and board members Carol Wittner, John McDonald, and Mimi Romberger. Also present was Town Manager/Clerk Candace Gallagher.

6:01 (0:47) Item 2: Petitions from the public – There were no petitions from the public, but Ms. Cays did take a moment to introduce the new zoning administrator, Will Blodgett. Chair Christensen welcomed him and thanked him for taking the position.

6:02 (1:32) Item 3: Approval of Minutes: Minutes of the regular meeting of January 3, 2022 Discussion/Possible Action

Motion to approve the minutes of the regular DRB meeting of January 3, 2022

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

Continued Items/Old Business: none

New Business:

6:03 (2:43) Item 4: Signage for new business: Cornish Pasty

Applicant/Owner: Robert Umbower/1299 Properties (John Bartell)

Zone: C-1

Address: 414 Clark Street, B2-3

APN: 401-06-036

Applicant is once again seeking approval for a sign for a restaurant opening at the United Verde Apartments on Clark Street. When this item previously came before the DRB last November, members determined that they needed clarification regarding design details and the exact location of the sign. The applicant has confirmed that the sign will be two sided, not three sided, will essentially replicate the exact design of the Haunted Hamburger signs, and that it will follow regulations applicable to signs in the commercial district regarding size and height.

Discussion/Possible Action – DRB Resolution 2022-03

(4:20) Contractor Robert Umbower introduced himself and shared more information about the sign for Cornish Pasty Co. He said the plan was to keep it simple and replicate the Haunted Hamburger signs down the street. He said no backlighting will be used, but that the sign will be lit by an existing light source on the building.

(5:24) Property owner John Bartell repeated what Mr. Umbower said about the design.

Chair Christensen verified with Mr. Bartell that the colors of the sign will be black and copper. Mr. Bartell said it will be similar to the Haunted Hamburger signs but using different design elements.

Commissioner Romberger said that based on the information provided in the packet, the size of the sign at 36 square feet is not compliant with the zoning ordinance. Mr. Bartell explained that in the zoning ordinance, it states that a two-sided sign counts as one sign, and that only the face of the sign is measured. He said the Haunted Hamburger signs are compliant and that the Cornish Pasty Co. sign will be the same in structure.

Chair Christensen explained that switching from a three-sided sign to a two-sided sign does bring it into compliance with regard to size.

Ms. Romberger asked what font style would be used. Mr. Bartell said it will be a "historic" font, something the restaurant uses in their signage at other locations, not Helvetica (or Arial) used in the Haunted Hamburger signs.

Motion to approve signage for Cornish Pasty (DRB Resolution 2022-03)

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

6:11 (10:19) Item 5: Design review for a temporary shipping container

Applicant/Owner: Steve Knowlton/Ideas-A-Plenty, LLC

Zone: C-1

Address: 446 Clark Street

APN: 401-06-032

Applicant is seeking design review for a temporary shipping container to be used during construction/renovation of an apartment building on the property. The applicant is open to suggestions for how to camouflage the temporary structure. A conditional use permit (CUP) was approved by P&Z at the January 19 meeting and will go before Council on February 8.

Discussion/Possible Action – DRB Resolution 2022-04

Chair Christensen introduced the item and said the look of the shipping container did not bother him at all. Other board members agreed. He said it has a rustic, historic look to it.

(11:50) Jerome resident Nancy Robinson said they were originally going to get a rustic Conex but because of cost, they ended up with the white box, which is smaller and more affordable.

(12:14) Applicant Steve Knowlton said the smaller container is not as obvious.

Chair Christensen said the white “box” was actually easier on the eyes while the larger container would catch your eye.

Board member Wittner said she was surprised this was brought to DRB.

Chair Christensen addressed Mr. Blodgett and explained how this item could have been considered a “small project,” something the zoning administrator could approve, but that because it is a large object out in the public eye, albeit temporary, it was wise to have it come before the board.

Motion to approve the shipping container at 446 Clark Street (DRB Resolution 2022-04)

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

Meeting Updates:

6:15 (14:13) Item 6: Updates of Recent and Upcoming Meetings – Rosa Cays, Deputy Town Clerk

- a) **January 11 Council meeting** – 300 Queen Street rezoning adopted; resolution adopted and first reading of ordinance conducted of regulations for temporary signs in the commercial and industrial zones; resolution adopted and first reading conducted of ordinance regarding short-term rental regulation; COVID—stick with status quo; road signage on School Street and in the Gulch
- b) **January 19 P&Z meeting** – public restrooms approved; 804 Hampshire renovations approved; 776 East Avenue project approved subject to BOA setback variance approval; shipping container CUP recommended for approval by Council

Ms. Cays updated the board members on decisions made at recent meetings.

6:18 (17:25) Item 7: Future DRB Agenda Items for Monday, March 7, 2022: Nothing currently scheduled

Item 8: Adjourn

Motion to adjourn at 6:19 p.m.

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

Approved: _____ Date: _____

Tyler Christensen, Design Review Board Chair

Attest: _____ Date: _____

Kristen Muenz, Deputy Town Clerk



Founded 1876
Incorporated 1899

Town of Jerome, Staff Report

Design Review Board: Monday, April 4, 2022
Prepared by: William Blodgett, Zoning Administrator

Discussion of amendment to the DRB Bylaws: meeting dates

It has been proposed to change the day on which the Design Review Board meets to the fourth Tuesday of the month. Currently the commission meets on the first Monday of the month. The bylaws as they exist state;

II. MEETINGS

A. Regular Meetings

(1) Regular meetings shall be held at the call of the Chair on the first Monday of each month at 6:00 P.M. and may be preceded or followed by a study session. Meetings may be held on another date set by the Chair and Zoning Administrator. Whenever a legal holiday is the same day...

The proposed changes to the meeting date would require a change in the commission's bylaws that should state;

II. MEETINGS

A. Regular Meetings

(1) Regular meetings shall be held at the call of the Chair on the fourth Tuesday of each month at 6:00 P.M. and may be preceded or followed by a study session. Meetings may be held on another date set by the Chair and Zoning Administrator. Whenever a legal holiday is the same day as a

This change would support a sense of consistency and possibly facilitate added public discourse and involvement by having scheduled meetings on the same day of the week. The proposed meeting schedule would potentially look something like the following table;

COUNCIL MEETING DATES

Tuesday, April 12, 2022
Tuesday, May 10, 2022
Tuesday, June 14, 2022
Tuesday, July 12, 2022
Tuesday, August 9, 2022
Tuesday, September 13, 2022
Tuesday, October 11, 2022
Tuesday, November 8, 2022
Tuesday, December 13, 2022

PLANNING & ZONING COMMISSION MEETING DATES

Tuesday, April 19, 2022
Tuesday, May 17, 2022
Tuesday, June 21, 2022
Tuesday, July 19, 2022
Tuesday, August 16, 2022
Tuesday, September 20, 2022
Tuesday, October 18, 2022
Tuesday, November 15, 2022
Tuesday, December 20, 2022

DESIGN REVIEW BOARD MEETING DATES

Tuesday, April 26, 2022
Tuesday, May 24, 2022
Tuesday, June 28, 2022
Tuesday, July 26, 2022
Tuesday, August 23, 2022
Tuesday, September 27, 2022
Tuesday, October 25, 2022
Tuesday, November 22, 2022
Tuesday, December 27, 2022