



# TOWN OF JEROME

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

## Regular Meeting of the Town of Jerome

### DESIGN REVIEW BOARD

Tuesday, September 27, 2022, 6:00 pm

600 Clark Street

## AGENDA

### Item 1: Call to order

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

### Possible Direction to Staff

**Item 3: Approval of Minutes:** Minutes from the regular meeting of Tuesday, July 26, 2022.

### Discussion/Possible Action

#### Continued Items/Old Business:

No Items

#### New Business:

### Item 4: Seeking Approval for exterior alterations

Applicant/Owner: Steve Hopkins

Zone: R1-5

Address: 699 Holly Avenue

APN: 401-07-076

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

### Discussion/Possible Action

#### Meeting Updates:

### Item 5: Updates of recent and upcoming meetings

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

**Item 6: Future DRB Agenda Items for Tuesday, October 25, 2022:** To be updated.

### Item 7: Adjourn

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

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

\_\_\_\_\_  
Kristen Muenz, Deputy Town Clerk, Attest

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



# TOWN OF JEROME

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

## Regular Meeting of the Town of Jerome

### DESIGN REVIEW BOARD

Tuesday, July 26, 2022, 6:00 pm

600 Clark Street

### DRAFT MINUTES

#### 6:00 p.m. (0:01) Item 1: Call to order

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

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

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

#### 6:00 (0:44) Item 2: Petitions from the public – There were no petitions from the public.

##### Possible Direction to Staff

#### 6:01 (0:53) Item 3: Approval of Minutes: Minutes from the regular meeting of Tuesday, June 28, 2022.

##### Discussion/Possible Action

##### Motion to approve the minutes of the regular meeting of June 28, 2022

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

#### Continued Items/Old Business:

No Items

#### New Business:

#### 6:01 (1:48) Item 4: Seeking Approval for exterior remodel (Door, Windows and Siding)

Applicant/Owner: Rebekah Kennedy

Zone: R1-5

Address: 225 Third Street

APN: 401-07-027

Applicant is seeking approval to change the door, windows and siding to their home at 225 Third Street.

##### Discussion/Possible Action

Mr. Blodgett read his report on the proposed remodel of 225 Third Street. The major changes would be to replace the windows on the front façade of the house and replace the small door with a standard sized door. The applicant also wishes to replace rotten siding with new siding but in the same color.

Mr. Wood asked if there was a physical sample of the siding and Mr. Blodgett responded that it had not been ordered yet.

Mr. Christensen asked if the siding was generic concrete-back board.

Mr. Blodgett confirmed that it would be Hardie Plank woodgrain fiber-cement lap siding.

Ms. Wittner said that she has seen that type of siding, it is very good and she would like to have it on her house rather than wood that will rot.

Mr. Wood said that he would like to see a physical sample because the vertical size of the siding will change from quite narrow to a more generic size, but he can accept that kind of change as it is how the material is made.

(4:46) Referring to his report, Mr. Blodgett the planks would be about 8.25" thick.

Ms. Wittner said that when she had her house resided, she had to go to a wider board because they don't make the narrow type anymore. It would have to be specially milled to match the old style, and that would be costly. She also said that no one noticed the difference as it looks good.

Mr. Wood said he was impressed with the replacement and believes it will look just like the siding when painted.

Mr. Christensen said the application was well presented; the only thing he would like to see added for future packets is photo examples of other homes in the neighborhood.

Mr. Blodgett said that he had looked at other houses around the address and, to his mind, the plan matches the aesthetic of neighborhood.

Mr. Christensen said that he agreed with Mr. Blodgett, but for the records, if we look back, it is good to hit those marks.

Mr. Blodgett replied that he will endeavor to do that in the future.

##### Motion to approve exterior remodel (Door, Windows, and Siding) for 225 Third Street

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

**6:07 (7:36) Item 5: Seeking Approval for new Post Office sign**

Applicant/Owner: Jay Kinsella, Jerome Historical Society

Zone: C-1

Address: 110 Main Street

APN: 401-06-008

Applicant is seeking approval to replace the aging wall sign in front of the Post Office.

**Discussion/Possible Action**

Jay Kinsella, representing the Jerome Historical Society, explained the proposal for a new sign. He said recently, the board had given J.H.S. approval to repaint the building [at 110 Main St.]. Once the building was repainted, they realized that the sign looked worse. Mr. Kinsella recounted a brief history of the sign, which was originally put up in 1972. The Society wish for the size, design, font, and border of the new sign to remain the same as the old one, but they wish to add an accent. Everything on the old sign had cream and brown, both letters and script; they would like to accent it with copper. They wish to make the Post Service Insignia the correct colors, in red, white, and blue. Other than that, the new sign will stay the same, with the addition of the accent in copper and insignia colors. The new sign will be made of metal for longevity, and the choices in finish are gloss or satin. The Society prefers a satin finish because the building does receive a good deal of sunlight in the afternoon.

(13:43) Mr. Wood thanked Mr. Kinsella for the history of the sign.

Mr. Kinsella also wished to note that the Society's Mine Museum has a small display of Post Office memorability, and the old sign will get an accession number and become part of the J.H.S. archives for everyone to look at.

Mr. Wood thanked Mr. Kinsella for a good presentation. He said he liked the old sign for its nostalgia and funk but it is time for a new sign.

Ms. Romberger said that she is glad the old sign is being put in the museum.

Mr. Kinsella replied that it would have to be disintegrated before we debate it going. It's lived its life in the elements, now it will continue to live.

Mr. McDonald said that he would like to abstain from the vote as an employee of Jerome Historical Society.

Mr. Kinsella mentioned that the timeline would be late August into September for transfer of the signs.

**Motion to approve new Post Office sign for 110 Main Street**

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

**Meeting Updates:****6:16 (16:47) Item 6: Updates of recent and upcoming meetings**

- July 28 P&Z meeting – To be updated
- July 12 Council meeting – Approved tentative budget for 2022-23 with minor changes, 2<sup>nd</sup> reading and possible adoption of Ordinance no. 483 (amending the traffic code).

Mr. Blodgett read updates from recent and upcoming meetings.

**6:17 (17:49) Item 7: Future DRB Agenda Items for Tuesday, August 23, 2022:** Nothing currently scheduled

Ms. Wittner said she may be traveling and asked if the upcoming DRB meeting for August 23<sup>rd</sup> could be held via Zoom.

There was some discussion about holding the August meeting fully via Zoom or in a hybrid format and it was decided that via Zoom is the most effective way to hold the meeting.

Mr. Christensen offered to chair the Zoom meeting for Mr. Wood if he would prefer and Mr. Wood agreed.

**Item 8: Adjourn****Motion to adjourn at 6:20 p.m.**

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Brice Wood, Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Kristen Muenz, Deputy Town Clerk



# TOWN OF JEROME

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

## Zoning Administrator Analysis Design Review Board Tuesday, September 27, 2022

**Item : 4**

**Location:** 699 Holly Avenue  
**Applicant/Owner:** Cynthia Barber (applying on behalf of the homeowner Steven Hopkins)  
**Zone:** R1-5  
**APN:** 401-067-076  
**Prepared by:** Will Blodgett, Zoning Administrator  
**Recommendation:** Discussion/possible action

**Project Background and Summary:** The owner (Steven Hopkins) is applying for design review approval to remove an existing garage door, frame in the space and add a standard sized door and window. The garage is currently utilized as a workshop, and the prime consideration for the owner is in heating and cooling the workspace. The applicant/owner's letter describing the work is included within this packet.

**Building Background and History:** 699 Holly is located on the southern most end of Holly Avenue, on the Southwest corner of Holly Avenue and Main Street (Hwy 89). The building is a 1,906 Sq. Ft. Single Family Residential House built in 1974.

**Property Standards:** 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 to buildings and structures, landscaping plans, proposed signs, and proposed demolition of structures, within the historic overlay district, and to preserve and protect the historic character of the Town of Jerome. Section 304 of the Jerome Zoning Ordinance outlines the process and requirements for consideration, in this case an exterior alteration to an existing structure.

**Review Criteria:** For consideration of approval the board is required to consider criteria contained in Section 304.F.2 of the Jerome Zoning Ordinance which for the project include, Architectural features and details, Color, and Materials and Texture. The review process requires considering of these elements as they relate in terms of compatibility to buildings and structures to which it (the project) is visually related.

**ZA Response:** No part of the proposed project is structural in nature and the project has met the requirements for site plan review. The space used by the existing, oversized garage door is intended to be framed up with the addition of a window and door to match those found on the rest of the building. The siding intended to be used is the same siding used on the rest of the house and will be painted in the same colors to match seamlessly. The wooden trim found around the existing windows and doors will be duplicated and installed in a way that matches and maintains the existing exterior aesthetic. Examples of the materials used are included, along with samples of the exterior paint.

Letter from the Applicant/Owner (re-typed for this analysis by W. Blodgett, Z.A.)

Dear Design Review Board Members,

I would like to remove an old, leaking garage door and replace it with a standard sized exterior door and window. The space is used as a workshop and replacing the door would help tremendously with heating and cooling the space, as well as keeping water from leaking into the room when it rains. The door would be replaced with a standard sized door, and a 2'x3' window, both of which match the other windows and doors that exist on the house. The siding and paint color will remain the same.

Thank you,

Steve Hopkins (Home Owner)



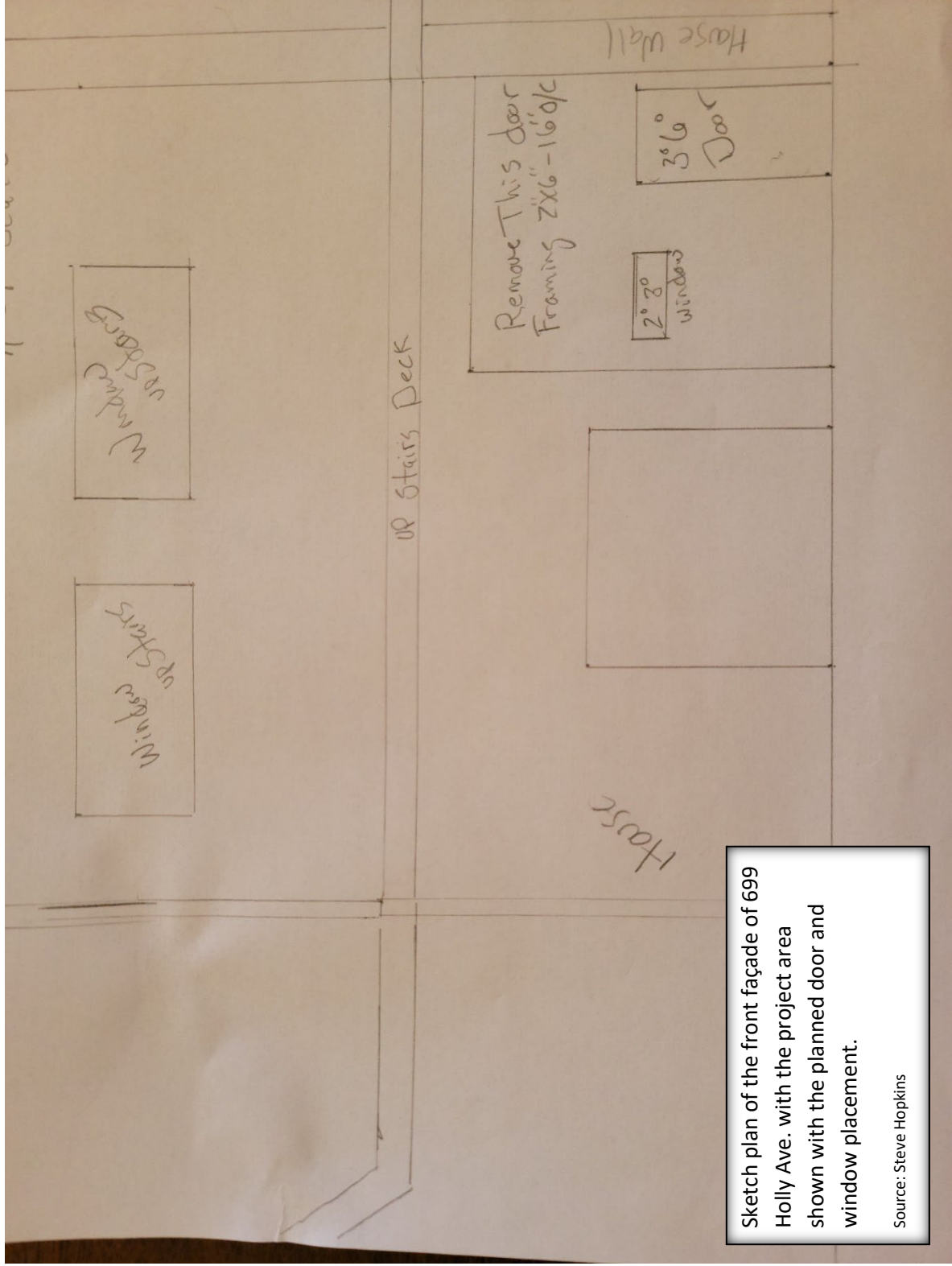


**Top:** View of 699 Holly Ave. From the street, view facing south.

**Bottom:** Same view of the House, with the project area highlighted in red.

Source: W. Blodgett









**Top:** Detail view of the window to be used in the proposed project.

**Right:** Alternate view of the same window, intended to be used in the proposed project.

Source: W. Blodgett







**Top:** Overview of the style of door already existing on the house. The same door style (including the same dimensions, 3'x6', inside-swing) will be used as on the proposed project. The trim surrounding the door will be duplicated for the project as well.

Source: W. Blodgett



**Top:** Overview of the Southeast end of Holly Ave. with 699 Holly on the right. View facing east, southeast.

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>Cynthia Barber</u>	Owner: <u>Steve Hopkins</u>
Applicant mailing address: <u>PO Box 333</u>	Property owner mailing address: <u>PO Box 238</u>
	<u>Jerome, AZ</u>
Applicant role/title:	
Applicant phone: <u>928-274-3508</u>	Owner phone: <u>928-254-0586</u>
Applicant email: <u>cbarber@gmail.com</u>	Owner email: <u>hopkins@gmail.com</u>
Project address: <u>699 Hollister</u>	Parcel number: <u>401-07-0110</u>
Describe project: <u>Replace garage door with a smaller door and window.</u>	

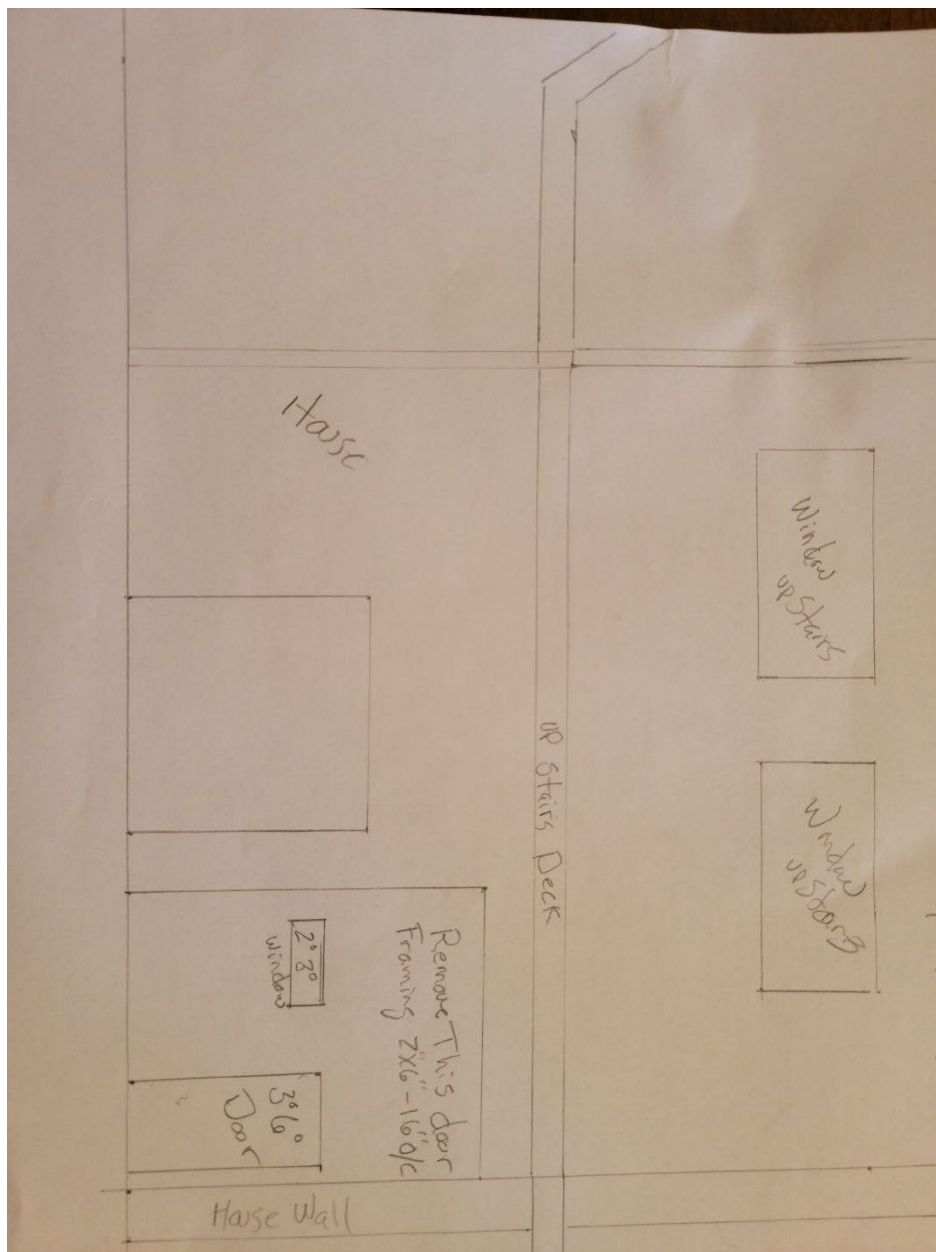
- I understand that review by the Jerome Design Review Board, Planning and Zoning Commission, and Town Council is discretionary.
- I understand that the application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I understand review criteria are used in evaluation 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: Cynthia R. Barber Date: 9/5/2022  
Property Owner Signature: Steve Hopkins Date: 9/6/2022

Received from: <u>T. Cand</u>	For Town Use Only	Date: <u>9/6/22</u>
Received the sum of \$ <u>25.00</u>	as: <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Credit Card	
By: _____	For: _____	
Tentative Meeting Date/s - DRB: <u>9-27-22</u>	P&Z: <u>9-20-22</u>	







Dear Design Review Board Members,

I would like to remove an old leaking garage door and replace it with a standard sized exterior door and window. The space is used as a workshop and replacing the door would help tremendously with heating and cooling the space as well as keeping it from leaking into the room when it rains. The door would be replaced with a standard 3 x 6 door and a 2 x 3 window to match other windows and doors in the house. The siding and paint color will remain the same.

Thank you,  
Steve Hopkins



# Materials List

Northern Trust Bank of Arizona, N.A.

2266 S. Dobson, Mesa, Arizona 85202  
(602) 730-1577

8 sh + 12" T1-11

12 - 14' ~~4x4~~ 2x6

6 - 8' 2x4 trimers

1 - 14' treated 2x6

3'6" Exterior Mth Door  
shut  
OS  
Inside swing  
\$319.00 HD



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