



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

(928) 634-7943 FAX (928) 634-0715

REGULAR MEETING OF THE TOWN OF JEROME

**DESIGN REVIEW BOARD**

DATE: Monday, January 14, 2019 TIME: 7:00 pm

PLACE: **JEROME CIVIC CENTER**

600 Clark St., JEROME, ARIZONA 86331

## MINUTES

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Design Review Board and to the general public that the Design Review Board will hold the above meeting in Council Chambers at Jerome Town Hall. Members of the Design Review Board will attend either in person or by telephone, video or internet conferencing. The Design Review Board may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

**Before calling the meeting to order the oath of office was administered to Tyler Christensen.**

### ITEM 1: CALL TO ORDER/ROLL CALL

Chair Brice Wood called the meeting to order at 7:02 p.m.

Charlotte Page called roll. Present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.

Staff present Charlotte Page, Zoning Administrator and Joni Savage, Deputy Clerk.

### 7:02 (2:38) ITEM 2: APPROVAL OF MINUTES: Minutes of December 10, 2018

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         | X     |          | X   |     |        |         |
| SMITH        |       |          | X   |     |        |         |
| CHRISTENSEN  |       |          |     |     |        | X       |
| MCDONALD     |       | X        | X   |     |        |         |
| VINCENT      |       |          | X   |     |        |         |

### 7:03 (3:26) ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

### 7:03 (3:40) ITEM 4: SUMMARY OF RECENT P&Z ACTIVITIES, HENRY VINCENT, P&Z LIASION

Mr. Vincent updated them on a rezoning request, landscape plans for 728 East Avenue, procedures for public hearings and redefining the R2 zone.

### 7:05 (5:40) ITEM 5: BUSINESS SIGN 412 MAIN ST.

APPLICANT: Mark da Fonseca

ADDRESS: PO Box 1206

OWNER OF RECORD: Flatiron Bldg. II, LLC

ZONE: C-1

APN: 401-06-018

Applicant seeks approval for a new sign at the Bordello business. Sign is 3' x 3' round and is to be installed on an existing bracket. It meets size and height restrictions required by Zoning Ordinance. It was placed temporarily and requires DRB approval to remain in place.

#### Approval of Business Sign at 412 Main Street

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         |       |          | X   |     |        |         |
| SMITH        | X     |          | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     |       | X        | X   |     |        |         |
| VINCENT      |       |          | X   |     |        |         |

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**7:06 (6:58) ITEM 6: FRONT DOOR – CHANGE IN PLAN – 764 EAST AVE.**

APPLICANT: Michael McDonald

ADDRESS: PO Box 1146

ZONE: R1-5

OWNER OF RECORD: Michael McDonald

APN: 401-07-096

Approval of a replacement door was given by DRB in November of 2018. The proposed door was larger and wider than the current door. Structural limitations require a door more similar in size to the existing and the applicant is now seeking approval of a door that is similar in size and looks very similar to the existing door. DRB to consider preliminary and/or final approval.

*7:07 Michael McDonald explained the door he originally wanted to use wouldn't fit so he is giving the Board a choice of two different doors.*

**Approval of Either Door for a Front Door Plan Change**

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         |       |          | X   |     |        |         |
| SMITH        | X     |          | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     |       | X        | X   |     |        |         |
| VINCENT      |       |          | X   |     |        |         |

**7:09 (9:25) ITEM 7: LANDSCAPING/DECK PLAN, 728 EAST AVE.**

APPLICANT: Jamie & Darryl Williams

ADDRESS: PO Box 1295

ZONE: R1-5

OWNER OF RECORD: Jamie & Darryl Williams

APN: 401-07-090K

Applicant presents a design for preliminary review and consideration. A multi-level landscaping plan includes a paver patio level, accessed from street level by metal spiral staircase, a round deck level at the next level down accessed outside by a staircase from the upper patio. A final staircase is provided to access lower levels of the yard. Plans and Zoning Analysis in the packet. DRB to consider preliminary and/or final approval.

*Mr. Christensen asked what was above the stairwell.*

*7:10 Jamie Williams explained it was an awning to protect people from the elements. She is not certain if it is prefabricated with the system they purchased. The shape is similar to the turret on the house.*

*Chair Wood noted that it was the only piece you could see from East Avenue. He would like to approve everything but that.*

*7:11 Ms. Williams said she wasn't 100% sold on the design herself. She thought it would have to be stabilized.*

*Vice Chair Smith thought it would be fine if it weren't permanent.*

*Mr. Vincent said the Planning and Zoning's concern was the setback.*

*7:13 Ms. Williams said it was an error in the scale, the setback is at 5' 9". She stated they would have to go back to Planning and Zoning and that would be remedied. The Dillenberg's (next door neighbors) are fine with the project.*

**Final Approval of Landscaping/Deck Plan Without the Canopy**

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         | X     |          | X   |     |        |         |
| SMITH        |       |          | X   |     |        |         |
| CHRISTENSEN  |       | X        | X   |     |        |         |
| MCDONALD     |       |          | X   |     |        |         |
| VINCENT      |       |          | X   |     |        |         |

*7:16 Darryl Williams said he wanted to look at are the vertical cables, if he could go horizontal with those instead.*

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*Mr. Smith believed it would be a safety issue.*

*Chair Wood said that would be the call of the building inspector, it's a safety question.*

**7:18 (18:40) ITEM 8: DECK, 222 FIRST AVENUE**

APPLICANT: Andrea Allen

ADDRESS: PO Box 1151

OWNER OF RECORD: Andrea Allen

ZONE: C-1

APN: 401-06-072A

Applicant presents a design for a deck built at the lower level of the property, on the northwest side of the building facing Diaz Street. DRB to consider preliminary and/or final approval.

*Chair Wood confirmed this had not been seen by Planning and Zoning. He suggested this be a provisional approval, based on whether they approve it or not.*

**Provisional Final Approval of Deck Plan Pending P & Z's Approval**

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         | X     |          |     |     |        |         |
| SMITH        |       | X        |     |     |        |         |
| CHRISTENSEN  |       |          |     |     |        |         |
| MCDONALD     |       |          |     |     |        |         |
| VINCENT      |       |          |     |     |        |         |

*Mr. McDonald asked if this were a deck or a platform for a permanent Yurt?*

*7:21 Andrea Allen explained the first step is building a deck, it is not cemented into the ground. She had discussed this with the previous zoning administrator (Kyle Dabney) and he had said it was fine to build because it was 12" above the ground. She will bring the Yurt before the board at a later time. Because of her scheduling she was not able to go before Planning and Zoning first.*

*Chair Wood reiterated they were not approving a Yurt.*

*Mr. Christensen asked if she had applied for a building permit.*

*7:23 Ms. Allen explained she had not because she was under the impression she didn't need one, however she will if she has to get it.*

*Chair Wood withdrew his previous motion.*

**Provisional Final Approval of Deck Plan Pending P & Z's Approval**

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         |       |          | X   |     |        |         |
| SMITH        |       | X        | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     | X     |          | X   |     |        |         |
| VINCENT      |       |          | X   |     |        |         |

**7:24 (24:30) ITEM 9: UPWARD EXPANSION – 2<sup>ND</sup> FLOOR, STORAGE ROOM ADDITION OVER EXISTING GARAGE – 701 HULL ROAD**

APPLICANT: Kathi & Don Feher

ADDRESS: PO Box 244

OWNER OF RECORD: Donald & Kathryn Feher

ZONE: R1-5

APN: 401-08-011A & 011B

Applicant presents a design for preliminary review and consideration. A second story addition over existing garage. Plans and Zoning Analysis in the packet. DRB to consider preliminary and/or final approval.

*Chair Wood was concerned about the height and thought it should be tabled.*

*Ms. Page explained to the building height restriction is what is current in the zoning ordinance today. It is proposed for change, however it doesn't change for this application.*

*Mr. Vincent explained that the Planning and Zoning Commission is looking at changing the height of Accessory*

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*Structures to 14 feet. There is presently an amendment, however the Council has not acted on it yet. He confirmed that Planning and Zoning had not seen these plans. He has no problem with this application.*

*Chair Wood noted there was no plumbing. This does have to go to Planning and Zoning.*

**Final Approval of Addition Over Existing Garage with the Exception That it Goes to Planning and Zoning for Approval**

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         |       |          | X   |     |        |         |
| SMITH        | X     |          | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     |       |          | X   |     |        |         |
| VINCENT      |       | X        | X   |     |        |         |

*The motion was made.*

*Mr. McDonald questioned the difference in height as it is now and when it is completed.*

*Mr. Christensen asked how close it was to the house.*

*7:33 Mr. Feher responded it is 11 feet now. It will be 19 feet with the addition and it will be quite a bit lower than the house. Clark Street is close to 40 feet above the garage currently so probably 30 feet below once the addition has been added. At some point he might want to add electricity.*

*Mr. Christensen asked Ms. Page if it is within the guidelines currently.*

*Ms. Page confirmed that it was.*

*Chair Wood called the question.*

**7:35 (35:50) ITEM 10: NEW CONSTRUCTION 3400 + SQ FT HOME ON DUNDEE, ADDRESS TBD**

APPLICANT: Lee Christensen for Scott & Wendy Prior

ADDRESS: 3694 Via Bernado, Oceanside CA 92056

ZONE: R1-5

OWNER OF RECORD: Scott & Wendy Prior

APN: 401-11-019S

Applicant presents a design for preliminary review and consideration. A new home is proposed at a location between 175 and 275 Dundee on a vacant lot. Further Zoning Analysis in the packet. DRB to consider preliminary approval and/or recommend additional items for submission.

*The Board discussed the packet information and all agreed that Dundee primarily had different builds and was not a historic area of concern.*

*7:39 Lee Christensen stated this was the first go round, obviously he had a lot more to do.*

*The motion was made.*

**Preliminary Approval of 3400 Square Foot Home on Dundee**

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         | X     |          | X   |     |        |         |
| SMITH        |       | X        | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     |       |          | X   |     |        |         |
| VINCENT      |       |          | X   |     |        |         |

*7:40 George Riley, a resident adjoining the property, said the drawings did not show where the septic tank was going, it did not address water drainage and safety measures being taken during the grading process.*

*Chair Wood said those are important questions, but they will be answered by Planning and Zoning, the building inspector and the Zoning Administrator.*

*7:43 Mr. Christensen stated the height met the criteria for P & Z.*

*Chair Wood called the vote.*

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## 7:44 (44:20) ITEM 10: SECTION 509 – SIGNS

DRB to review Zoning Ordinance, Article V, Section 509 SIGNS. P&Z advanced to Council Text Amendments with regard to Temporary Signs. Council was unable to support changes, asked P&Z to revise, P&Z seeks DRB input.

*The Board discussed temporary signs.*

### Motion to Table and Address at a Regular Meeting in the Future

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         | X     |          | X   |     |        |         |
| SMITH        |       | X        | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     |       |          | X   |     |        |         |
| VINCENT      |       |          | X   |     |        |         |

8:03 Carol Anne Teague, a resident, suggested the Board define a temporary sign and decide what you want to control and what is not a temporary sign and you would not control.

*Chair Wood called the vote.*

## 8:04 (1:04) ITEM 11: CERTIFICATE OF NO EFFECT

DRB to review draft text amendment to Zoning Ordinance, Article III, Section 304 DESIGN REVIEW. Possible addition of Certificate of no Effect. This item has been reviewed by P&Z and they have asked for DRB review before a public hearing is scheduled.

### Motion to Approve the Proposed Changes of Section 304 of the Design Code Pertaining to a Certificate of No Effect and Proceed to a Public Hearing

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         |       |          |     | X   |        |         |
| SMITH        |       |          | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     |       | X        | X   |     |        |         |
| VINCENT      | X     |          | X   |     |        |         |

## 8:25 (1:25) ITEM 12: FUTURE AGENDA ITEMS

*Chair Wood proposed that they look at other components of the sign ordinance. He suggested they develop a list of proposals.*

## ITEM 13: ADJOURN

### Adjourned at 8:27

| BOARD MEMBER | MOVED | SECONDED | AYE | NAY | ABSENT | ABSTAIN |
|--------------|-------|----------|-----|-----|--------|---------|
| WOOD         |       |          | X   |     |        |         |
| SMITH        |       |          | X   |     |        |         |
| CHRISTENSEN  |       |          | X   |     |        |         |
| MCDONALD     | X     |          | X   |     |        |         |
| VINCENT      |       | X        | X   |     |        |         |

*Approval on next page.*

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## REGULAR MEETING OF THE TOWN OF JEROME DESIGN REVIEW BOARD

DATE: Monday, January 14, 2019 TIME: 7:00 pm

PLACE: **JEROME CIVIC CENTER**  
600 Clark St., JEROME, ARIZONA 86331

## MINUTES

*Respectfully submitted by Joni Savage on February 11, 2019.*

Approved: Brian Wood Date: 2-11-19  
Design Review Board Chair

Attest: [Signature] Date: 2-11-19  
Design Review Board Vice Chair