



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, April 8, 2019 TIME: 7:00 pm
PLACE: JEROME CIVIC CENTER
600 Clark St., JEROME, ARIZONA 86331

MINUTES

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 (00:38) ITEM 2: APPROVAL OF MINUTES: Minutes of March 11, 2019 and Special Joint Meeting of January 16, 2019

Motion to Approve the Special Joint Meeting Minutes of January 16, 2019

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

Motion to Approve the Regular Design Review Meeting Minutes of March 11, 2019

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

7:04 (3:19) ITEM 3: PETITIONS FROM THE PUBLIC - There were no petitions from the public.

7:04 (3:26) ITEM 4: REPORT OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

Board member Vincent spoke about the Conditional Use Permit for First Street and three homes in the commercial district that lie dormant that would need a Conditional Use Permit. He spoke about draft text amendments for Solar Guidelines. Public Hearing Notices and draft text amendments relative to definition and use regulations. We are in the process of creating a redefined R2 zone for duplexes and triplexes. They are working on an R3 zone which would embrace fourplexes and apartments. Currently the ordinance says if P & Z sends something to Council, they can approve on simple majority but if they overturn a recommendation from P & Z then the ordinance says a super majority or 4 out of 5 votes is required to do so. The Council seems to want to move to a simple majority. P & Z voted unanimously that would be okay. His concern is it is eroding the legitimacy of the Planning and Zoning Commission. His opinion is why change. Council asked them about the liaison to DRB, Councilmember Moore believes it is inappropriate for one citizen to have two votes. She suggested the liaison be eliminated. He would ask everyone on this board to comment on this. He had asked the Design Review Board Chair to send a letter or email to the Zoning Administrator. He also questions whether or not the Zoning Administrator would be as candid to express the concerns of the board when their position is to remain impartial. He also believes if it's worked for all these years, why change it?

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Chair Wood apologized for not sending the email, he simply forgot. He would like to make this an agenda item so that all the Board members could speak about it.

Board Member Vincent continued and spoke about a matrix with the Conditional Use Permits. He also spoke about the Certificate of No Effect.

Chair Wood would like the CUP matrix at the next meeting along with a discussion about the liaison position.

7:17 (16:20) ITEM 5: PRELIMINARY REVIEW 128 FIRST ST. FOR RENOVATIONS

APPLICANT: Lee Christensen for Nord

ADDRESS: PO Box 942, Williams, AZ 86046

ZONE: C-1

OWNER OF RECORD: Don & Paula Nord

APN: 401-10-006

Renovations are planned to revitalize the residence. The rear addition built in 1975 is not historic.

Chair Wood remarked, "Many towns that have our system, this board is called the 'Historic Preservation Board,' and in a historic town he likes the idea of being involved in preservation of the historic element."

7:19 (18:20) Don Nord, the applicant, spoke about his qualifications and the challenges of the house.

Chair Wood complimented the plan and all the Board members agreed.

7:22 (21:00) Lee Christensen, the architect, spoke in great detail regarding the plans for the home.

7:27 (26:40) Mr. Nord spoke again about his qualifications.

Motion to Approve the Preliminary Plans as Presented

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

Ms. Page asked what they would need for a final approval.

Chair Wood responded it was close and is that what she is looking for.

Ms. Page said she would not suggest that but would like to know what the applicant would need for that.

Chair Wood said he would like an example of windows and doors.

7:29 (28:50) Mr. Christensen provided them with pictures.

Chair Wood said we could consider this a final approval pending any revisions.

7:30 (29:30) Mr. Christensen spoke again pointing out the two windows that will be removed. He discussed possibly enclosing the bottom portion facing 89A.

Motion Amended to Final Approval Pending Any Major Changes

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

Chair Wood continued speaking about the bottom portion of the house.

Board member Christensen pointed out the addition in question is not historical.

7:34 (33:35) ITEM 6: SMALL PROJECT APPLICATION FOR DRB

Zoning Administrator presents simplified application for review. Administrative changes for forms do not require any changes to the Zoning Ordinance, but the process should be supported by input of Design Review Board members and recommended changes will be incorporated.

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Chair Wood said this is a compromise between the "Certificate of No Effect" and the way we've always done this. The Board discussed the draft application form and its drawbacks.

Board member McDonald reminded them at the last meeting we had asked for a form just addressing paint.

Ms. Page said she was looking for direction, however it was not noted on the agenda.

Vice Chair Smith suggested the paint application could be much simpler and he would prefer to see it on its own form. It was decided to move paint to a form of its own.

Chair Wood asked staff to put this information in the newsletter so that the public will know that the process of painting your home is becoming a more simplified process.

7:47 (45:47) ITEM 7: PAINT COLORS SUBMISSION, 38 RICH ST.; EXAMPLE OF SMALL PROJECT APPLICATION

APPLICANT: Hunter Bachrach, Charlotte Page

ADDRESS: PO Box 4401, Cottonwood, AZ 86326

OWNER OF RECORD: as above

ZONE: C-1

APN: 401-06-135A

The item was discussed and decided to bring back on a future agenda. No action was taken.

7:47 (46:35) ITEM 8: SECTION 509 – SIGNS - REVIEW

P&Z seeks DRB input to review Zoning Ordinance, Article V, Section 509 SIGNS.

Chair Wood believes the changes made are just about right.

The Board discussed all the changes to Article V, Section 509 Signs. They suggested the menu board and A-frame signs should have a size restriction.

Vice Chair Smith referred to Section G. Item 8. and said that menu boards were not temporary signs and shouldn't be in this section. That portion was to be removed.

8:13 (1:11:28) ITEM 9: FUTURE AGENDA ITEMS

Chair Wood said we will revisit signs.

Board member Christensen mentioned the liaison position.

Ms. Page mentioned CUP.

Board member Vincent said the new paint form.

ITEM 10: ADJOURN

Adjourned at 8:13

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

Approval on next page.

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, April 8, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

MINUTES

Respectfully submitted by Joni Savage on May 13, 2019.

Approved: Ben Wood Date: 5-13-19
Design Review Board Chair

Attest: [Signature] Date: 5-13-19
Design Review Board Vice Chair