



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943  
www.jerome.az.gov

## MINUTES

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

600 CLARK STREET

600 CLARK STREET, JEROME, ARIZONA

**TUESDAY, FEBRUARY 27, 2024, AT 6:00 PM**

*Due to the length of this meeting, Council may recess and reconvene at the time and date announced.*

### 6:03PM (0:22) 1. CALL TO ORDER

*Present were Acting Chair Tyler Christensen, and Board Members Mark Krmpotich, Devon Kunde, Scott Staab and Carol Wittner.*

*Staff present were, Zoning Administrator Will Blodgett and Accounting Clerk Michele Sharif.*

### 6:03PM (0:50) 2. APPROVAL OF MINUTES -Minutes of the January 23rd Regular meeting.

*Mr. Christensen introduces the minutes for approval. He says tonight is strange the people valid to vote doesn't make a quorum.*

*Mr. Blodgett informs Mr. Christensen that we had previously checked with Mr. Klein, Town Manager, who confirmed that yes new board members could in fact vote to approve the minutes.*

*Mr. Krmpotich says with an exception because one of the items includes the approval for Mr. Staab's signage.*

*Mr. Christensen says if all 3 new members wanted to abstain and then he and Ms. Wittner approve that should still work. He shares that when he was seated there was an approval of a meeting he did not attend, he says he was advised to abstain.*

*Ms. Wittner shares she did the same as well.*

*Mr. Christensen asks if everyone has had an opportunity to review the minutes from the last meeting, and if they have any questions or concerns. He then makes a motion to approve the minutes from the January 23rd meeting of the Design Review Board.*

*Ms. Wittner seconds the motion.*

*Mr. Christensen calls the question, and the minutes are approved with 3 ayes and 2 abstentions.*

#### **Motion to approve the minutes of the January 23rd Regular Meeting of the Design Review Board**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
KRMPOTICH			X			
KUNDE						X
STAAB						X
WITTNER		X	X			

### 6:06PM (3:10) 3. Welcome new Board Members.

**We welcome new Board members for the Design Review Board.**

*Mr. Christensen welcomes the new board members. He says he appreciates their participation as this is a voluntary position and expresses his thanks to them for joining.*

*Mr. Blodgett shares that he is getting some training classes organized. He says over the course of the next couple months, on meeting nights with a shorter agenda, he will try to put 20-30 minutes of some training in the meeting. He says the training will likely be done by his mother, sharing that she is a retired archaeologist planner from Riverside County. He says she's done this for decades, already has training material to pull from and so he and the board will benefit from her experience and expertise. He says if there are areas they would like to know more about, expand on, or to do work sessions or training sessions on, please let him know. He shares that he tries to be accessible as possible, if board members do not have his contact information, he is happy to provide it to them. He says please don't let this overwhelm you there is a ton of information here, some if it will be more of a priority for you all, such as the design review procedures in the zoning ordinance. He shares that gradually over the next few months he will arrange additional training for them in their roles as the historic preservation commission. He says it's lightly touched upon in the zoning ordinance,*

with the things to review and consider when reviewing and approving a project. He says he has more ambitious goals for the office of Historic preservation here, sharing as time goes by and more projects get rolling, they will have more of a role to play, but long before they get there, he will get them more information and training and if there are areas, they feel deficient in then he will do his best to fix that. He asks if any of the new members have any questions or thoughts while in this part of the meeting.

Mr. Krmpotich asks if the workshops and trainings will be based around current Jerome Design Guidelines?

Mr. Blodgett shares that the Design Guidelines are an ongoing project, and they will have separate work sessions for that project as he is trying to finalize the next draft to be presented to Council for review and possible approval. He says Council will review it and either approve and adopt it or send it back with suggestions for changes. He shares that the first draft is what they all have in their hands now, and will be discussing in further detail when that comes up on the agenda.

Ms. Wittner sought clarification asking if it's not an updated copy.

Mr. Blodgett says there are minor updates to it, but in terms of content, no, there aren't significant changes to the latest version.

Mr. Krmpotich asks if there was a previously released version.

Mr. Blodgett answers that the last version was a rough draft and that there was supposed to have been a work session for it back in November, however that meeting was cancelled. Then in realizing there was going to be turnover on the board he chose to wait. He says in that time he's made spelling and grammatical updates however still has whole sections to add, sharing that the Town may be adopting a new Lighting Ordinance, which did not exist when he wrote the draft originally. He then asks if there are any other questions.

Mr. Krmpotich says he hadn't had a chance to review it, can he read it and then ask questions.

Mr. Blodgett said absolutely, and then says if there are no other basic board items we can move on.

Ms. Wittner then says she wants to make a move to elect Tyler to Chair.

Mr. Christensen responds that can be covered with the next item but while still on this item he thinks having a quick review of Robert's Rules of Order with the cheat sheet provided is a good idea. He continues by reviewing the steps of the meeting as outlined on the reference document provided to the board.

Mr. Blodgett interjects advising the new board members to feel free to chime in with questions if they don't understand something or have questions about the process.

Mr. Christensen then begins review on open meeting law. He says as board members we want to try and avoid looking like we are buddying up with each other to vote things in a direction that seems unethical. We want to avoid telling an applicant how you are going to vote, as that is not professional or an ethical way to represent the Town of Jerome. He shares an example saying that he walks in 2 minutes prior to the meeting to avoid crowds and avoid any unnecessary discussion in an unofficial capacity.

Mr. Blodgett adds it's important to know that if more than 2 of you are together in any place you are not to discuss anything pertaining to this board because that would be an illegal meeting. He says be mindful of what you are talking about, with whom and in what setting, and he would encourage everyone to avoid discussing any details of reviews on any social media platform. He says it's one of the most used forms of discourse now, he abhors it and tries to avoid it, but occasionally you will see him post clarification when necessary.

Mr. Christensen adds that 2 or more people are a quorum and advises to try to avoid talking to one member, ending that conversation, and then talking about the same item with another member. He also advised, If you want to chat about something outside of a meeting, then stick to one person, other than that when we're on the dais we can talk about it freely.

Mr. Blodgett adds, don't ever feel that if I'm recommending approval of something that you have to follow my recommendations. He says regardless of who is sitting in his seat, in his role, they should not hesitate to challenge it, asks questions, or how conclusions were formed, and to not let themselves be railroaded by him or anyone into making decisions one way or another.

Mr. Christensen says one last thing he wants to point out is the point of order. He says if you see something out of order then by all means in that moment point it out. The way to do that is to just say point of order and we can correct anyone that may be skipping a step or isn't following the rules.

Mr. Blodgett says another time he's seen it used is during a heated debate or contentious meeting in which audience members may be out of order. In that case you can say point of order to stop the conversation until order is restored and the procedure can continue as it should.

Mr. Christensen says that's all he has for item 3 and asks if anyone else has any questions or comments.

Mr. Krmpotich asks for clarification if 2 people are a quorum.

Mr. Christensen clarifies it's 2 or more, so if there's 3 people then it's a quorum, for example if only 3 people show up to a meeting it would be a valid meeting and can proceed.

Mr. Staab clarifies that two people can talk about it.

Mr. Christensen says outside of a meeting 2 people could talk about it but not a third, because the third technically would be an illegal meeting.

Mr. Blodgett interjects sharing the example of 3 board members being in Paul and Jerry's talking about something then that's an illegal meeting, but 2 would be more like having a beer with a buddy.

Mr. Christensen then says there is a gray area, even if you aren't talking about a board item or politics, if 3 of you are

there, one of you might want to step away.

Ms. Kunde says to avoid the appearance of impropriety.

Mr. Christensen agrees, he further elaborates that someone could be across the street and sees that three board members are talking, they don't know what you're talking about and it may not be related to the board, but it's just the look of it.

**6:18PM (15:26) 4. Election of new Chair and Vice-Chair.**

**The Board will elect a new Chair and Vice-Chair.**

Mr. Christensen introduces Item 4 to elect a new Chair and Vice-Chair for the Design Review Board.

Ms. Wittner says she nominates Tyler for Chair.

Mr. Christensen asks if that is her motion.

Ms. Wittner clarifies and says she makes the motion to appoint Tyler Christensen as Chair.

Mr. Staab seconded the motion.

Mr. Christensen asks if anyone has any questions or comments.

Ms. Wittner shares that there is nobody more qualified to be in the position.

Mr. Christensen calls the question and is appointed to Chair the Design Review Board by unanimous vote.

**Motion to appoint Tyler Christensen as Chair of the Design Review Board**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN			X			
KRMPOTICH			X			
KUNDE			X			
STAAB		X	X			
WITTNER	X		X			

Mr. Christensen says thank you and says it's a privilege to be in the position, a little intimidating but still a privilege.

Mr. Christensen makes a motion to appoint Carol Wittner as the Vice Chair of the Design Review Board.

Mr. Staab seconded the motion.

Mr. Christensen seeks questions or comments. There were none. He calls the question and Carol Wittner is appointed as Vice-Chair of the Design Review Board by unanimous vote.

**Motion to appoint Carol Wittner as Vice Chair of the Design Review Board**

BOARD MEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X		X			
KRMPOTICH			X			
KUNDE			X			
STAAB		X	X			
WITTNER			X			

Mr. Blodgett thanks both parties for stepping up and taking the reins once again. He says the last couple years have been a learning experience and they have shown a lot of patience and grace and is very happy that they are both staying on the board. He says he's really hoping the next couple of years we can see some progress and get some things done here.

Mr. Christensen says in all fairness we're all new here and to bear with him as he is also still new to the whole process.

**6:20PM (17:20) 5. NEW BUSINESS**

**Work-session for the Design Review Guidelines.**

Mr. Christensen introduces the work session for the new Design Review Guidelines and then defers to Mr. Blodgett for further introduction.

Mr. Blodgett says this is the very first, roughest draft of these guidelines, there is not a table of contents yet and there are sections that remain to be written, for example the section on lighting. He shares the new lighting ordinance, in the process of being adopted, did not exist when he started writing the guidelines and so he will have to boil down the key points of that new ordinance to be included. He says what we're looking for here is that the readability and the content are what they need to be, and where they need to be, and a lot of the things being reviewed are principles from the Secretary of the Interior (SOI) Standards. Mr. Blodgett shares that the SOI is responsible for historic buildings and properties and most historic archaeological laws fall under that umbrella. For example the historic landmark program that we fall under and the laws that we follow are from the SOI. The SOI standards are guides of best practices, they are a less regulatory and more recommendation, but the idea is that following the recommendations, a home, despite repairs or renovations, will keep its historic status. He shares that a property owner could decide to not follow those standards, do enough renovations that it would change the historic nature of the home which then loses its historical status. Losing that status means it's removed from the register and is removed as a contributor to our landmark status. Our goal is to not let that happen while still respecting private property laws. He believes we're in a good spot, that 90% of people here are here because of the history and because they like Jerome. Therefore he believes most will follow these practices

willingly. He says for new people coming into Town, looking at new construction or, trying to figure out how to renovate the shell of a house and keep the integrity, he shares there are close to 1,000 pages of these government best practices, and handing them over to anyone is unusable in a real way. The design review guidelines combine the boiled down most common principles for all 4 treatments provided by the SOI. In conjunction with those treatments of best practice we have the basic guidelines from the zoning ordinance itself, property standards, use regulations and things like that. So this guidebook should be a one stop shop for anyone. Instead of sending them to 8 different documents and 1,000 pages of federal guidelines, this gives most of what information is need as well as access or guidance to where to find the rest of the information that might be needed or necessary. He says the number one thing he needs from the board is for them to review the guidelines and to report back with; is he covering all topics that need to be covered; is there anything missing; based on their own experiences what should be in there that maybe Mr. Blodgett hasn't thought about; or what would help both, the people trying to do renovations who've been here for 40+ years, as well as those who just moved here. He says we need to make a guidebook that can help both groups of people, that is the intended goal. He shares that he tried to make it a usable guidebook instead of page after page of regulation. He reiterates this is the very first rough draft so this is the time we can move sections, edit them, and make massive changes if needed. He's less worried about spelling and grammar and is more concerned with the content and making sure the meat and potatoes of the document are where they need to be. He shares the history behind this document is that when he was hired, about a month later a consultant, hired by the Town, delivered the final version of the Design Review Guidelines. He says the document he received was one of the worst documents he's seen in his professional career. He believes the Town overpaid for it and that it was a bad deal, so he decided to do the work in house. One of the things in the document that needs to be addressed is the introduction or history of the town. He says he doesn't care for it however, having only been here two years, doesn't feel qualified to rewrite a 3 page history of Jerome, so he is trying to get permission from authors who've already done it. He shares that he doesn't want to reinvent the wheel but would prefer to utilize the skillsets of people who have done it and have been here longer. He shares that this document will change, he's kept the original historic context from the document he doesn't like as a space filler, so he is aware that there are problems within that section. He says if any of the board members feel brave enough to tackle it or know of someone who has written something that would be usable, please let him know. He reviews the artwork, sharing that he received permission from the Library to use the collection of Anne Bassett artwork. He says he likes her artwork more than some photography due to her focus on architectural details and brings out lines and shapes in a way that some photos don't capture. He elaborates that in archaeology when dealing with historic structures typically for a long term site record you want a sketch of a building over photographs. Sketches can highlight architectural details and traits and Anne Bassett has done that to a degree that he's never seen in a professional sense. He says he will be sprinkling more of her artwork throughout the document as it is appropriate to a certain area or fills a nice space.

Mr. Christensen comments that he could not have picked a better artist, and Ms. Wittner shares her agreement.

Mr. Blodgett says we have a lot of wonderful artists in town, but her artwork continues to blow him away. He continues, saying once you get past the basic stuff there are a lot of definitions, which is an area that will be expanded. He says definitions are important because they sometimes have legally binding consequences. He shares that we don't define some things very well and, in the springtime, he'll be working with the Planning and Zoning commission on some Zoning Ordinance updates, and a big part of that will be definitions. He says there will be some definitions in the guidelines that he will be looking to add to the Zoning Ordinance as well, so that there is more of a symmetry between all of the government documents. He shares the example of decks and porches, saying we use the word porches to define decks but don't define what a porch is and technically have no regulatory language on porches but tons on decks, and decks are defined by porches, so it's those little bits of madness that lead sometimes to heated arguments in front of the board and are some of the gray areas that he is trying to fix. His hope is that the Design Review Guide as the first step will help to resolve a lot of the basic mistakes seen over the past several years. Instead of basic stuff that leads struggle, like what is the legal definition of this, or what is the precedent, having the definitions included and will make everyone's lives easier in terms of this is a thing and that is not. He says in the definitions, if we don't have it in the Town lexicon, then he is referring to the highest level of Federal source, and example if it's a transportation thing then what does the Dept of Transportation say. that way there are no conflicts down the road with other terminology used by the federal government or at the state level. He continues, he then boiled down the SOI standards, sharing that there are 4 treatments, and he has a few pages on each treatment with key points highlighted in colored boxes just like an old high school textbook. He shares that the document has a small section on Victorian architecture, it tries to cover a lot in a little section but he's trying to cover what we have here in Jerome and the things that we should know about and be aware of. He shares that sometimes it feels like he might be including too much information as far as the educational information but feels that in order to make good regulatory decisions you need the background and the education. He says once everyone has had the opportunity to review the guidelines to please let him know if the readability can be improved, if there are any formatting or language issues, or if there is a topic that has no photographic example or chart where there could or should be one. He then shares that the last few pages will be a quick reference section, sharing this section will have basic questions and answers as well as guides for calculating slope, and other tables and charts that can be referred to quickly rather than searching through pages of information. He concludes that this is a quick review of the guidelines, he did not want to read the document verbatim but rather give the board members the opportunity to read and digest this on their own. He asks if there are any questions, thoughts or suggestions anyone might have at this time.

Mr. Christensen says he'd like to see a simple map included, one that outlines what the different neighborhoods in town are, for example Company Hill having the Victorian style homes as opposed to Dundee being the experimental zone for residences.

Mr. Blodgett says he is looking for a map that has these neighborhoods designated in any legal way with defined boundaries. Otherwise it becomes a case of are we setting boundaries that could lead to other questions regarding districts and/or zoning.

Mr. Christensen says it should be simple and not something that constrains, but rather sets the stage for some projects. He shares, for example if someone is new to town but hasn't seen every nook and cranny of town yet, they could review the map and see the difference in neighborhoods. It could be refined and updated over the years as things change, and also could be labeled as unofficial. He shares that he has reviewed the document several times, but feels that this is really good so far, including the addition of all of the artwork.

Mr. Blodgett shares that he wants us to have a document that is presentable and concise, and that he wants it to be the best and most progressive set of policies in the state. He is determined to get the Town some awards and recognition, adding that we have the coolest history.

Mr. Christensen says that he thinks this is great and feels like a lot of our code is more of a patchwork from other communities. He shares that it takes a lot of work to hash out these fine details and sometimes things get missed, especially in the recent past with the Tow having some turnover. He feels like having something like this will be helpful for new board members as well as residents.

Mr. Blodgett adds that it will be a public document, he would like it to be available for free on the Town website, as well to have physical copies here available for everyone. He says he would love to have any commentary by the next meeting, or if anyone has notes or input on it to reach out to him or bring them to the next meeting.

Ms. Kunde says she is excited to read it.

Ms. Wittner says this is really good and she likes that it is broken down to something easy to read and understand.

Mr. Christensen thanks Mr. Blodgett for all of his work on this so far.

**6:41PM (38:08) 6. ADJOURNMENT**

Mr. Christensen makes the motion to adjourn the meeting at 6:41pm

Mr. Staab seconds the motion.

The meeting is adjourned at 6:41pm.

**Motion to Adjourn AT 6:41p.m.**

BOARD MEMBER	MOTION	SECOND		AYE	NAY	ABSENT	ABSTAIN
CHRISTENSEN	X			X			
KRMPOTICH				X			
KUNDE				X			
STAAB		X		X			
WITTNER				X			

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Tyler Christensen, Design Review Board Chair

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