



# 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

### AGENDA

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).

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

#### ITEM 2: APPROVAL OF MINUTES: Minutes of March 11, 2019 and Special Joint Meeting of January 6, 2019

Discussion/Possible Action/ Possible Direction to Staff

**ITEM 3: 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 Commission. 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 step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Commission'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.

#### ITEM 4: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES

HENRY VINCENT, P&Z LIASION

Discussion/Possible Direction to Staff

#### 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.

#### 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.

#### 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

ZONE: C-1

OWNER OF RECORD: as above

APN: 401-06-135A

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## ITEM 8: SECTION 509 – SIGNS - REVIEW

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

**Discussion/Possible Action/Possible Direction to Staff**

## ITEM 9: FUTURE AGENDA ITEMS

**Discussion/Possible Direction to Staff**

## ITEM 10: ADJOURN

**Discussion/Possible Action**

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on 4/7/2019

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



*Charlotte Page, Zoning Administrator, Attest*

*Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting the Deputy Town Clerk Joni Savage at (928) 637-7943. Requests should be made as early as possible to allow sufficient time to make arrangements. Anyone needing clarification on a DRB agenda item may call Jerome Town Hall at (928) 634-7943 and ask to speak with Charlotte Page, Zoning Administrator.*



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DATE: Monday, March 11, 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).

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

*Chair Brice Wood called the meeting to order at 7:00 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.*

### 7:01 (1:20) ITEM 2: APPROVAL OF MINUTES: Minutes of February 11, 2019

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

### 7:02 (2:12) ITEM 3: PETITIONS FROM THE PUBLIC - *There were no petitions from the public*

### 7:02 (2:17) ITEM 4: ELECTION OF OFFICERS

Board to elect Chair and Vice Chair for 2019-2020 term

#### Motion to Nominate Brice Wood for Chair

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

#### Motion to Nominate Danny Smith for Vice Chair

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

### 7:05 (4:11) ITEM 5: REPORT/SUMMARY OF RECENT P&Z ACTIVITIES HENRY VINCENT, P&Z LIASION

*Mr. Vincent updated them on the Planning and Zoning's last meeting. Lance Schall was elected as Chair and Joe Testone as Vice Chair. He, himself volunteered to be liaison for one more year.*

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In regard to the 16 x 16 platform behind the three-story apartment house on the end of Diaz. He explained the history of it. Commissioner Hardie thinks it is a residential use within a commercial zone, which would need a conditional use permit. He believes that the restoration was done in the 1980's and he thinks the files (at Town Hall) are somewhat empty in regard to that. Commissioner Hardie felt the conditional use permit should come first and then they could vote on the platform. However, the commission voted 4-1 to approve the accessory structure.

There is a preliminary approval on Dundee and North Drive on the South side of Dundee on a new build. He would like to see topographic drawings and that the midpoint is consistent with the Zoning Ordinance.

The next item was the Fehers on Hull Road. They want to add a second level on their garage. It is built against a poured concrete foundation. Commissioner Hardie felt that was not a permitted building. He felt that the permits were issued and given it's been up for 28 years he didn't understand why the building shouldn't be there. There was quite a bit of discussion for the potential of fire hazard. This item was tabled pending the Fehers meeting with the Fire Chief.

Chair Wood mentioned the Andrea Allen project, she did not know she needed permission. He expressed that P & Z should have looked at it first; prior to them seeing it. We approved the Feher project and again we were out of proper sequence. He directed his concern to Ms. Page and said he believes she would make sure that didn't happen again. He mentioned the Dundee project, and noted the architect is working with Town and his client. He should provide a topographic drawing. He then added that we have had buildings taller than 25-foot houses built in the last twenty-five years.

Mr. Vincent added, "If the book says 25-feet we should keep it at 25-feet."

## **7:15 (14:08) ITEM 6: SECTION 509 – SIGNS**

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

Chair Wood discussed the Sign Ordinance. He noted the biggest implication is the health and safety issue, clearances, distraction of bright lights on the streets. Some of the things in the code puzzle him, one is the prohibition of neon, in the historic period of the Town there actually was quite a lot of neon. He believes it was historically appropriate and it is something that we don't allow.

Vice Chair Smith believes that if it's inside the building he thinks it should be okay. He believes it shouldn't be regulated.

Chair Wood said we have allowed it in the past and we've never enforced it.

Mr. Vincent asked if everyone felt that should be struck from the definitions.

Mr. McDonald mentioned lighted signs, this is what they're referring to. He feels this should only apply to unlit signs. Open and closed signs lit that are inside the window was discussed as being useful.

Vice Chair Smith said if the open/closed sign is inside the window, it should be fine. He had heard that the neon beverage signs in the bars were grandfathered in.

Chair Wood believes that neon signs, historically were okay. He discussed other lit signs located in Town.

Mr. McDonald asked if they could limit beer signs to establishments that only sell alcohol which would include bars and restaurants. He queried if the wineries could put neon signs up?

Vice Chair Smith stated, "It's the business district, they should be allowed to put up signs."

Mr. Christensen said, "Esthetically the signs don't bother him."

Ms. Savage interjected there was a concern about the sandwich boards.

Chair Wood referred to the safety issue again. He believes what Design Review is trying to do is to make a clean and uncluttered visual place. In his mind that means less signs.

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Vice Chair Smith said in reference to sandwich boards, they've never been allowed on the sidewalk and they should not be. If they are located inside the vestibule, then they are okay. If they are on the sidewalk the ordinance should be enforced.

The Board discussed "Menu Boards" and all agreed they are helpful. They agreed they should be allowed in either a case mounted to the wall or inside the window.

Mr. McDonald mentioned the "Specials" chalk board. The Board seemed to accept those as long as there was no safety issue and was located on the business property.

The Board continued their discussion and moved on to canvas signs and felt they should be removed. If the advertisement was framed, they agreed it would be more acceptable, however, it needed to be located on the property of the business.

They suggested striking the sentence requiring a temporary sign permit. (page 75, E. Regulations Applicable to Signs in all Zones, number 6)

The Board discussed internally lit signs and the options they may or may not have. It was suggested the line, "Internally lighted signs shall be prohibited," might be deleted, however the Board decided to think on it.

Ms. Savage reminded them the last time an application for an internally lit came before DRB they denied it, trying to follow the ordinance. The applicant asked for Council to hear the request and they overturned the DRB's decision.

Ms. Page pointed out that the real estate and contractor's signs sections are not being practiced. She suggested they strike the verbiage that is not being enforced. (page 76, number 10)

The Board said to leave this section in except for removing the application and payment verbiage.

## 8:17 (1:18:02) ITEM 7: FUTURE AGENDA ITEMS

Paint applications were discussed and direction to staff was given to simplify the current paint application.

## ITEM 8: ADJOURN

### Adjourned at 8:26

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

Approval on next page.

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### DESIGN REVIEW BOARD

DATE: Monday, March 11, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

### MINUTES

*Respectfully submitted by Joni Savage on April 8, 2019.*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Design Review Board Chair

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Design Review Board Vice Chair



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## MINUTES

### SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL, PLANNING & ZONING COMMISSION, DESIGN REVIEW BOARD AND BOARD OF ADJUSTMENT

**JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS  
WEDNESDAY, JANUARY 16, 2019 AT 6:00 P.M.**

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and above referenced boards and commission, and to the General Public, that the above meeting will be held.

Persons with a disability may request an accommodation such as a sign language interpreter by contacting Joni Savage, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall and at the Jerome Public Library.

<b>ITEM #1:</b>	<p><b>CALL TO ORDER/ROLL CALL</b></p> <p>Mayor to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 6:05p.m.</i></p> <p>Town Clerk to call and record the roll for Council.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Alex Barber, Vice Mayor Sage Harvey, Councilmembers Mandy Worth, Jack Dillenberg and Jane Moore.</i></p> <p><i>Staff present were Candace Gallagher, Charlotte Page, Zoning Administrator and Joni Savage, Deputy Clerk.</i></p> <p>Zoning Administrator to call and record the roll for the Commission and Boards.</p> <p><i>Roll call was taken by Charlotte Page. Planning and Zoning Commission members present were Chair Margie Hardie, Vice Chair Lance Schall, Scott Hudson and Henry Vincent.</i></p> <p><i>Design Review Board present were Chair Brice Wood, Vice Chair Danny Smith, Henry Vincent, Tyler Christensen and John McDonald.</i></p> <p><i>Board of Adjustment present were Suzy Mound and Natalie Barlow. Vice Chair Chris Babbage, Carol Yacht and Gary Shapiro were absent.</i></p> <p><i>The Pledge of Allegiance was said.</i></p>
<b>ITEM #2:</b> <b>6:06 (3:00)</b>	<p><b>PRESENTATION / Q&amp;A WITH TOWN ATTORNEY</b></p> <p>Town Attorney Bill Sims will provide information and answer questions regarding Arizona's Open Meeting Law, Robert's Rules of Order, Conflicts of Interest, and the Rezoning process.</p> <p><i>Mr. Bill Simms spoke about zoning, open meeting law, conflicts of interest and due process. (He referred to three different handouts for his presentation.)</i></p> <p><i>6:24(0:24:00) Margie Hardie asked a question regarding discussion and whether it should be prior to or after a motion. She believes the Chair or Mayor should ask for a motion.</i></p> <p><i>6:28 (0:27:58) Ms. Hardie asked about a quorum and referred to the Board of Adjustment only having two members present.</i></p> <p><i>6:30 (0:29:30) Councilmember Dillenberg asked about an abstention from motion and whether it is considered a yes vote or a no vote. He had thought abstention was neither.</i></p> <p><i>Ms. Gallagher said, "It changed in 2013, we're in the process of changing the code, but right now it is a yes."</i></p>



For TTY Access, Call the Arizona Relay Service at 1-800-367-8939 and ask for Town of Jerome at 928-634-7943



**Jerome Town Hall Located at 600 Clark Street, Jerome Civic Center**

6:32(0:32:30) Tyler Christensen asked about a conflict of interest.

Mr. Sims responded then you would abstain.

6:33 (0:32:50) Curtis Lindner, a resident of Jerome, asked him to explain the public's perception of a conflict of interest.

Mr. Sims said Title 38 has very specific requirements to impose a conflict. He thinks they should recuse themselves when there is an appearance of conflict.

6:34 (0:34:55) Mr. Lindner spoke again about public perception and conflict of interest.

6:38(0:38:30) Danny Smith gave an example of when a council member should have recused themselves.

6:42 (0:42:30) Jeff Koppelmaa, a resident of Jerome, inquired about ending a debate. He asked what vote would end the debate, is it two-thirds or three-fourths.

Mr. Sims said Robert's Rules is more rigorous. He's saying be flexible and let the Mayor run the meeting.

6:47(0:47:42) Mr. Lindner spoke again and stated there is a history of a procedural way of going through the meeting. Move the agenda along to avoid endless conversation.

6:50 (0:50:10) Ms. Hardie summarized meeting steps for Planning and Zoning.

Mr. Sims believes it is perfectly appropriate for discussion before or after the motion and there are reasons for either.

Vice Mayor Harvey asked about splintering and emails. She confirmed they should never "reply all."

Mr. Sims referred to the open meeting law and the most important part is to deter future infractions. He believes it is best to disclose infractions right away.

6:56 (0:56:40) Ms. Hardie asked a question about knowingly violating the open meeting law. What should happen?

Mr. Sims explained the process.

7:01 (1:01:34) Mr. Smith commented about quorums.

Vice Chair Harvey had a question about non-salaried officer of a non-profit and whether it was a conflict.

Mr. Sims explained if it's a paid officer then it would be a conflict. He gave examples of conflict and non-conflict.

7:13 (1:05:00) Mr. Koppelmaa asked a question about indirect proprietary interest.

Mr. Sims gave an example; assume you're on P & Z and you authorize a development and that increases your property value. He explained Title 41. He talked about gift restrictions.

Mayor Barber asked for a five-minute recess.

**Motion to take a recess at 7:17**

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG						
HARVEY	X		X			
MOORE			X			
WORTH		X	X			

The meeting reconvened at 7:28

Mr. Sims spoke about rezoning. Development agreements can help with property rights. He discussed the necessity for a General Plan. The Zoning Commission then makes recommendations to the Council.

7:36 (0:07:46) Mr. Lindner asked Mr. Sims to explain the difference between how the Council looks at development versus when P & Z looks at it.

Mr. Sims gave a very detailed answer.

Ms. Page asked, "If the Town decided to rezone a particular parcel, that would come from the Council would it not?"

Mr. Sims responded no, it could come from the P & Z.



Councilmember Moore said she believed it could come from Planning and Zoning, Council or the public.

Mr. Sims continued speaking about property rights.

7:51(0:23:05) Ms. Hardie asked a question about the R2 Zone. She asked would the Town have to change the development standards.

Mr. Sims responded no and explained that a duplex might require different parking. It would be an amendment to the site plan and parking ordinance.

7:53(0:25:15) Ms. Hardie asked if there is a time factor to accomplish a rezoning.

7:55 (0:27:10) Mr. Lindner asked Isn't a General Plan a recommendation.

Mr. Sims responded, "No, it is gold." He talked about development fees and charging people equally.

7:56 (0:28:29) Mr. Lindner talked about the infrastructure issues unique to Jerome and possibly pass those fees on to the developer. He asked how you would go through the ordinance change.

Mr. Sims spoke about the steps necessary and would include a public process.

Councilmember Moore thought you used to have to do research and studies for creating a development fee.

Mr. Sims continued to speak about the Constitution and owners' rights. He stated when Council acts, they act legislatively in making decisions.

8:03 (0:34:23) Mr. Lindner spoke about the Planning and Zoning and how they act as a majority.

Councilmember Moore asked a question about removing a definition from the Zoning Ordinance because it was not allowed in any zone. It got sent back because the Council didn't want to remove it, they thought it might be used later.

Mr. Sims and Councilmember Moore discussed this scenario.

8:06 (0:37:40) Mr. Lindner asked what is the purpose of a use permit here, when we use the variance process?

Mr. Sims spoke about variances and use permits. He would rather not see the Town use variances.

It was explained that we do use conditional use permits.

8:09 (0:40:30) Mr. Lindner spoke about use permits and development trends.

8:13 (0:44:10) Mr. Lindner thought it should be up to the applicant if they wanted to apply.

Mr. Sims talked about the 1983 claim and Constitutional Rights. He explained Prop 207 and how it came about and then why we use the Prop 207 waiver.

8:16 (0:47:20) Mr. Lindner asked if the waiver would protect the town.

Mr. Sims explained when the waiver is signed, they wouldn't be able to sue the town.

8:17 (0:48:22) Ms. Hardie asked for clarification on the Prop 207 waiver. She also asked a question about changing the zone prior to rezoning the parcels.

Mr. Simms explained the code and multi-family is not used consistently throughout the code. Going to R2 is something you've never done before. It gets back to balancing affordable housing and protecting property rights.

Vice Mayor Harvey asked what if we didn't approve it.

Mr. Sims said you need to ask yourselves if you want to make a change for affordable housing.

8:20 (0:52:14) Mr. Lindner asked Isn't there another vehicle to accomplish that, with a special use permit?

Mr. Sims responded no you wouldn't want to use that. He continued to give examples about rezoning to R2.

8:30 (1:01:20) Ms. Hardie asked how important are the recommendations from P & Z to the Council?

Mr. Sims explained to her that our code requires you to give make a recommendation.

Councilmember Dillenberg gave an example of a citizens group formed an HOA to oppose Vacation Rentals. The law says the HOA could keep them out. He is wondering could we in Jerome do that.

Mr. Sims explained that a council member should not be involved, but property owners within a community could do that and he thought it would be totally legal.

Ms. Page asked how much influence does an adjacent industrial zone have on changing a zone?

Mr. Sims said no claim or influence except if it were a school. He thinks it's irrelevant.

8:35 (1:07:00) Mr. Lindner said we don't factor in what someone else's zoning is. He believes the Planning and Zoning factors in the public.

Mr. Sims explained that Planning and Zoning is required to give the recommendation to Council.

Councilmember Worth asked if he had a recommendation as far as a member of one board or commission attending another entities meeting as a member of the public.

Mr. Sims said if a member of the Council attends a P & Z meeting, does the applicant know that you as the ultimate decision maker is at the hearing. And there could be an argument to violate due process. He would generally advise you not to. Having said that you're a citizen and have a right to attend, but he would say you would be wise not to. A neighborhood meeting is informational and isn't bad at all for you to attend.

He recapped and said how much he enjoys working for Jerome.

**ITEM #3:**

### **ADJOURNMENT**

***Adjourned at 8:40***

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY		X	X			
MOORE			X			
WORTH			X			



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## **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

This is a historic residence in the commercial zone. It is reported on the county website the main structure was built in 1904 and in the Historical Properties Survey as 1917. The addition was added in 1975, per county records.

It has been vacant for some time and has some special problems that the new owner has plans to remedy.

The back addition is built to the property line at the north and east lot lines. At the north east corner closest to the main structure it is touching the structure on the neighboring lot. They plan to remove this portion of the structure and have approximately half of the current size of the rear addition rebuilt as kitchen and bath with the north east side to be an open deck. The corner that is leaning on the neighbor property will be rebuilt as a deck and this corner will be at a forty-five-degree angle. It will no longer touch the neighboring home.

Roofing will be replaced with metal standing seam, siding will be hardy board. The Fire Chief has reviewed the plan and agrees it improves safety for both properties.



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## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: Don & Paula Nord  
MAILING ADDRESS: P.O. Box 942 Williams AZ 86046  
TELEPHONE: 928 635 4090 EMAIL: don@donnorddesigns.com  
PROJECT ADDRESS: 128 School St, Jerome, AZ  
PARCEL NUMBER: 401-10-006 ZONE DISTRICT: \_\_\_\_\_  
APPLICATION FOR (Please describe the project): renovation 128 School Street  
PARTIAL DEMOLITION & NORTH 1975 ADDITION

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: Paula Nord DATE: Mar 15, 2019

#### TOWN USE BELOW

RECEIVED FROM: Lee Christensen DATE: 3/21/19  
Received the sum of \$ 200.00 as: ☒ Check No. 3597 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY: Rosa FOR: Charlotte Page

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary items.

- ☒ Plot plan or site layout drawn to scale
- ☒ Elevations drawn to scale
- ☒ Photos of site
- ☒ Photos of adjoining properties
- ☒ Material samples
- ☒ Color samples
- ☐ Additional information requested by Zoning Administrator
- ☐ Additional information requested by Design Review Board

**SIGNS** – Please review ZONING ORDINANCE, SECTIONS §303, §304.F.4, and §509.

- ☐ Eight (8) copies drawn to scale, one (1) or more sheets of paper no larger than twenty-four (24) inches by thirty-six (36) inches
- ☐ Dimensions
- ☐ Materials
- ☐ Colors
- ☐ Lettering
- ☐ Structure
- ☐ Lighting of sign
- ☐ Drawing or photo of building façade indicating proposed location of sign
- ☐ Drawing or photo indicating all other existing signage

**DEMOLITION** – Please review ZONING ORDINANCE, SECTIONS §304.D.2 and §304.F.3.

- ☐ Plot plan or site layout
- ☐ Legible photos showing all sides of the building or structure to be demolished
- ☐ Legible photos showing adjoining properties
- ☐ Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.



UL 2218, Class 4 Impact Resistance

UL 790, Class A Fire Resistance Rating

UL 580, Class 90 Wind Uplift Construction Number 529 over 5/8" plywood



All Image II colors are  
Energy Star® rated

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128 School St, Jerome

## Image II Standing Seam

y Metals

Paula Nord



Mar 19  
2019

Cocoa Brown

Image II Standing Seam is a premium [metal roofing](#) product. This high quality metal roof system is designed to hide the fasteners, creating a beautiful roof with the durability of steel. This panel is factory cut to the half inch. Many of our colors are **Energy Star** rated for great energy efficiency.

Image II is formed standard with striations to eliminate oil canning, but is also available with minor ribs at some locations. Please ask your representative which [options](#) are available in your area.



16" Coverage  
With Minor Striations



16" Coverage

With Minor Ribs (not available at all plants - please ask)

### Request Pricing & Info

Name:

Email:

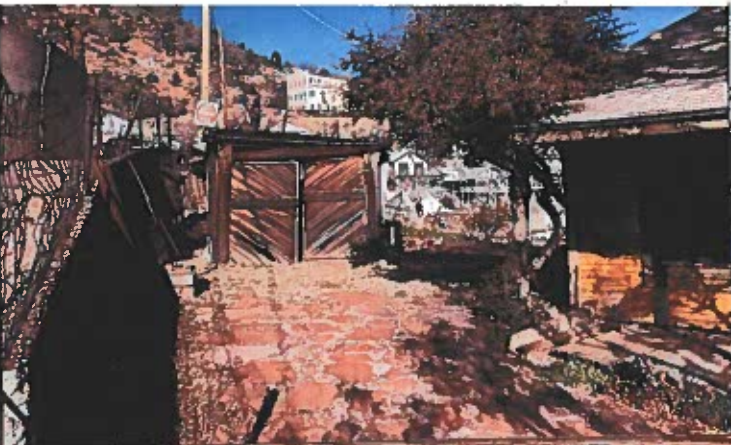
Zip:

Send Request

### Specifications

- 16" panel coverage
- 1" rib height

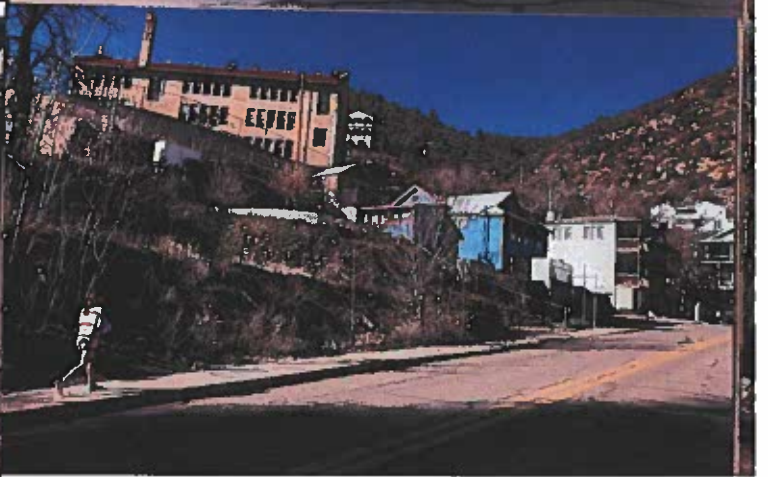
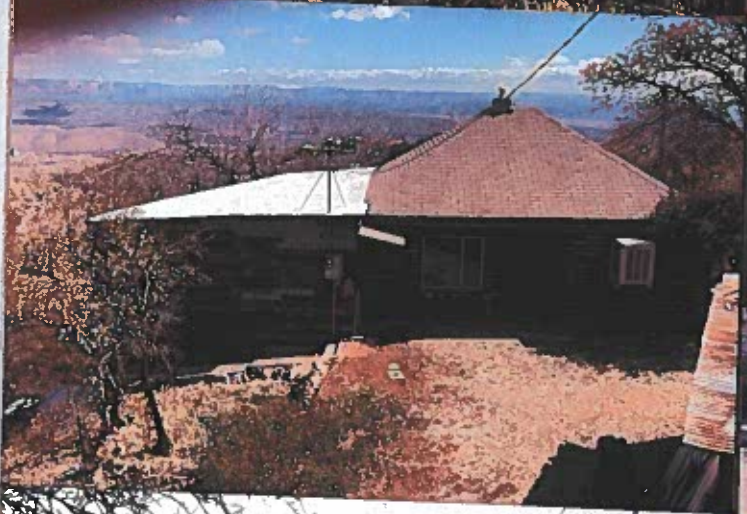




NORD RESIDENCE  
&  
NEIGHBORHOOD

128 SCHOOL STREET, JEROME, ARIZONA



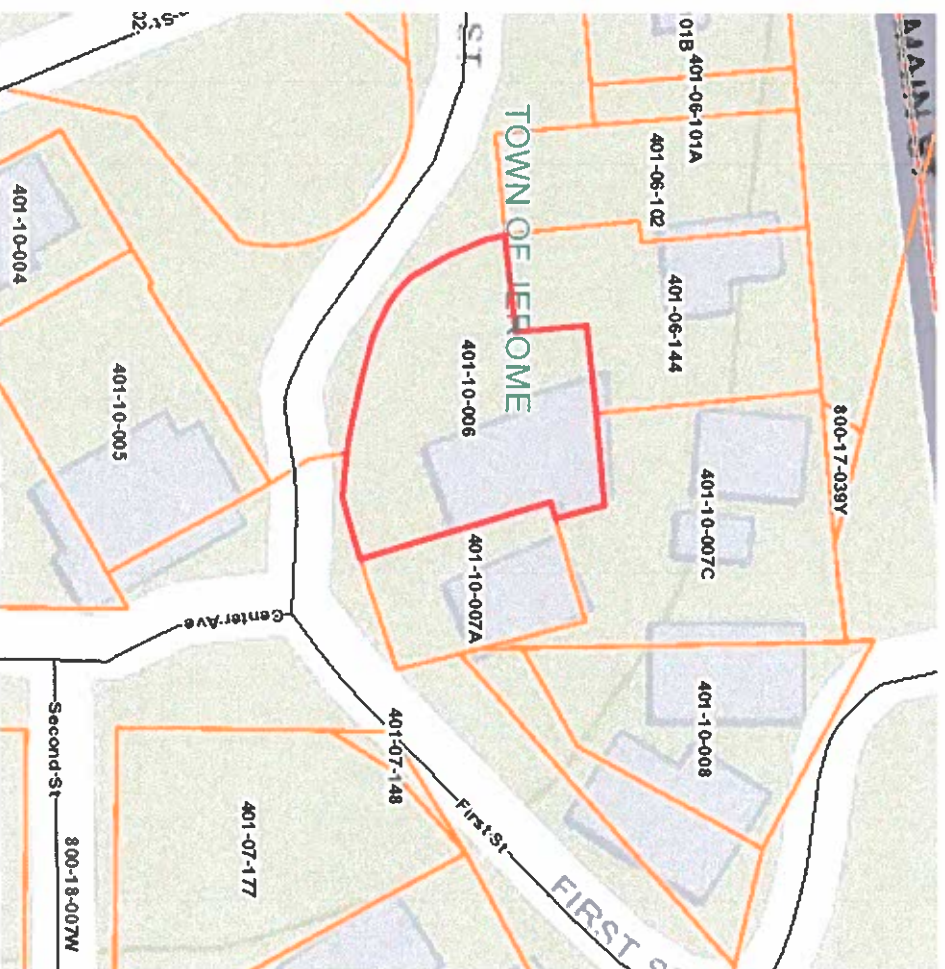




128 School

401-10-006

Yavapai County GIS Map, not to scale or official





Founded 1876  
Incorporated 1899

# TOWN OF JEROME

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

## **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 can be incorporated.

The packet includes a current DRB Application, a red line version that shows everything that is changed, and a draft version DRB Application for Simple Projects.

The Board is requested to consider types of projects that can be addressed with a simpler application and give input as to changes that may be recommended for the form.

Town Council is currently in process of reviewing the fee schedule as well.



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## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### APPLICATION FOR DESIGN REVIEW

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED.

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ ZONE DISTRICT: \_\_\_\_\_

APPLICATION FOR (Please describe the project): \_\_\_\_\_

- I hereby apply for consideration and conditional approval by the Design Review Board.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### TOWN USE BELOW

RECEIVED FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

Per Fee schedule – Ordinance 332

BY: \_\_\_\_\_ FOR: \_\_\_\_\_



## **DESIGN REVIEW – Please review ZONING ORDINANCE, ALL OF SECTION §304**

All applications for Design Review Board approval shall include the following:

Procedures and Criteria should include the following from the Zoning Ordinance, Section §304.F, where applicable.  
Please submit eight (8) copies of each:

1. Plot plan or site layout, including all improvements drawn to scale.
2. Legible photographs showing all sides of existing structures.
3. Legible photographs showing adjoining properties, buildings, and structures.
4. Exterior elevations drawn to scale.
5. Materials and color samples.
6. Signs, where applicable.
7. Buildings, structures, etc., to be demolished or removed.

Items reviewed by the Design Review Board include but are not limited to:

<input type="checkbox"/>	PROPORTION
<input type="checkbox"/>	OPENINGS
<input type="checkbox"/>	PATTERN
<input type="checkbox"/>	SPACING
<input type="checkbox"/>	ENTRANCES
<input type="checkbox"/>	PORCHES / DECKS / PROJECTIONS
<input type="checkbox"/>	MATERIALS / TEXTURE / COLOR
<input type="checkbox"/>	ROOFS
<input type="checkbox"/>	ARCHITECTURAL DETAILS
<input type="checkbox"/>	ACCESSORY FEATURES
<input type="checkbox"/>	LANDSCAPING
<input type="checkbox"/>	SCREENING
<input type="checkbox"/>	VISUAL COMPATIBILITY
<input type="checkbox"/>	LIGHTING

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale not smaller than forty (40) feet to the inch. The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary items.

- \_\_\_\_\_ Plot plan or site layout drawn to scale
- \_\_\_\_\_ Elevations drawn to scale
- \_\_\_\_\_ Photos of site
- \_\_\_\_\_ Photos of adjoining properties
- \_\_\_\_\_ Material samples
- \_\_\_\_\_ Color samples
- \_\_\_\_\_ Additional information requested by Zoning Administrator
- \_\_\_\_\_ Additional information requested by Design Review Board

**SIGNS** – Please review ZONING ORDINANCE, SECTIONS §303, §304.F.4, and §509.

- \_\_\_\_\_ Eight (8) copies drawn to scale, one (1) or more sheets of paper no larger than twenty-four (24) inches by thirty-six (36) inches
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Colors
- \_\_\_\_\_ Lettering
- \_\_\_\_\_ Structure
- \_\_\_\_\_ Lighting of sign
- \_\_\_\_\_ Drawing or photo of building façade indicating proposed location of sign
- \_\_\_\_\_ Drawing or photo indicating all other existing signage

**DEMOLITION** – Please review ZONING ORDINANCE, SECTIONS §304.D.2 and §304.F.3.

- \_\_\_\_\_ Plot plan or site layout
- \_\_\_\_\_ Legible photos showing all sides of the building or structure to be demolished
- \_\_\_\_\_ Legible photos showing adjoining properties
- \_\_\_\_\_ Any other information the Design Review Board may find necessary to establish compliance with this section

In passing on an application for demolition, partial demolition, or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.

**PLEASE NOTE:**

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval, and issuance of building permit(s).

**REGARDING BUILDING PERMITS:**

Additional fees are required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects and some residential projects generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.



**STAFF CONTACT:**  
[c.page@jerome.az.gov](mailto:c.page@jerome.az.gov)



**WEBSITE:**  
[www.jerome.az.gov](http://www.jerome.az.gov)



**OFFICE PHONE:**  
928-634-7943



**TOWN HALL ADDRESS:**  
600 CLARK STREET



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## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### SMALL PROJECT APPLICATION – FOR DESIGN REVIEW (Draft 3.27.19)

#### NOT FOR NEW BUILDING CONSTRUCTION

#### PROJECTS OVER 200 SQ FT., OR DEMOLITION PROJECTS

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED - USE THIS APPLICATION FOR PAINT, MATERIAL CHANGES FOR ROOFS, DECKS, SIDING, WINDOWS, DOORS AND OTHER SMALL PROJECTS VALUED UNDER \$1,500.

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ ZONE DISTRICT: \_\_\_\_\_

APPLICATION FOR (Please describe the project.): \_\_\_\_\_

- I hereby apply for consideration and conditional approval by the above checked Board or Commission.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### TOWN USE BELOW

RECEIVED FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

*Per Fee schedule – Ordinance 332*

BY: \_\_\_\_\_ FOR: \_\_\_\_\_



For TTY Access, Call the Arizona Relay Service at 1-800-367-8939 and ask for Town of Jerome at 928-634-7943



## DESIGN REVIEW – Please review ZONING ORDINANCE, ALL OF §304

Applications for small projects; Design Review Board submit the following:

Eight (8) copies of each –Procedures and Criteria should include the following from the Zoning Ordinance §304.F where applicable

1. Simple drawing of site; include existing buildings and indicate site of proposed project. ~~Plot plan or site layout, including all improvements drawn to scale.~~
2. Legible Photographs showing front all-sides of existing structure, and project area if other than front.
- ~~3. Legible photographs showing adjoining properties, buildings and structures.~~
- ~~4. Exterior elevations, drawn to scale.~~
5. Materials and color samples, either actual or visual sample.
- ~~6. Signs, where applicable.~~
- ~~7. Buildings, structures, etc., to be demolished or removed.~~

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION	PORCHES / DECKS / PROJECTIONS	LANDSCAPING
OPENINGS	MATERIALS / TEXTURE / COLOR	SCREENING
PATTERN	ROOFS	VISUAL COMPATIBILITY
SPACING	ARCHITECTURAL DETAILS	LIGHTING
ENTRANCES	ACCESSORY FEATURES	

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four inches (24") by thirty-six inches (36"), ~~drawn to a scale not smaller than forty feet (40') to the inch.~~ The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary items.

- \_\_\_\_\_ Plot plan or site layout ~~drawn to scale~~
- \_\_\_\_\_ ~~Elevations drawn to scale~~
- \_\_\_\_\_ Photos of front and proposed project site
- \_\_\_\_\_ ~~Photos of adjoining properties~~
- \_\_\_\_\_ Material samples
- \_\_\_\_\_ Color samples
- \_\_\_\_\_ Additional information requested by Zoning Administrator
- \_\_\_\_\_ Additional information requested by Design Review Board

## ~~SIGNS~~ – Please review ZONING ORDINANCE, ~~§303, §304.F.4 and §509~~

- ~~\_\_\_\_\_ Eight (8) copies drawn to scale, one (1) or more sheets of paper no larger than twenty-four inches (24") by thirty-six inches (36")~~
- ~~\_\_\_\_\_ Dimensions~~
- ~~\_\_\_\_\_ Materials~~



- \_\_\_\_\_ Colors
- \_\_\_\_\_ Lettering
- \_\_\_\_\_ Structure
- \_\_\_\_\_ Lighting of sign
- \_\_\_\_\_ Drawing or photo of building façade, indicating proposed location of sign
- \_\_\_\_\_ Drawing or photo, indicating all other existing sign

**DEMOLITION** — Please review ZONING ORDINANCE, ~~§304.D.2 and §304.F.3~~

- \_\_\_\_\_ Plot plan or site layout
- \_\_\_\_\_ Legible photos showing all sides of the building or structure to be demolished
- \_\_\_\_\_ Legible photos showing adjoining properties
- \_\_\_\_\_ Any other information the Design Review Board may find necessary to establish compliance with this section

~~In passing on an application for demolition, partial demolition or removal, the Design Review Board shall consider, among other things, the architectural or aesthetic quality or significance of the building or structure to the public interests of the Town.~~

**PLEASE NOTE:**

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit(s).

**REGARDING BUILDING PERMITS:**

There are additional fees required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects, and some residential projects, generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.



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928-634-7943



**TOWN HALL ADDRESS:**  
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600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### SMALL PROJECT APPLICATION – FOR DESIGN REVIEW (Draft 3.27.19) NOT FOR NEW BUILDING CONSTRUCTION, ADDITIONS/PROJECTS OVER 200 SQ FT., OR DEMOLITION PROJECTS

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED - USE THIS APPLICATION FOR PAINT, MATERIAL CHANGES FOR ROOFS, DECKS, SIDING, WINDOWS, DOORS AND OTHER SMALL PROJECTS VALUED UNDER \$1,500.

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ ZONE DISTRICT: \_\_\_\_\_

APPLICATION FOR (Please describe the project.): \_\_\_\_\_

- I hereby apply for consideration and conditional approval by the above checked Board or Commission.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

---

#### TOWN USE BELOW

RECEIVED FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

Received the sum of \$ \_\_\_\_\_ as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

Per Fee schedule – Ordinance 332

BY: \_\_\_\_\_ FOR: \_\_\_\_\_

## DESIGN REVIEW – Please review ZONING ORDINANCE, ALL OF §304

Applications for small projects; Design Review Board submit the following:

Eight (8) copies of each –Procedures and Criteria should include the following from the Zoning Ordinance §304.F where applicable

1. Simple drawing of site; include existing buildings and indicate site of proposed project.
2. Photographs showing front of existing structure, and project area if other than front.
3. Materials and color samples, either actual or visual sample.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION  
OPENINGS  
PATTERN  
SPACING  
ENTRANCES

PORCHES / DECKS / PROJECTIONS  
MATERIALS / TEXTURE / COLOR  
ROOFS  
ARCHITECTURAL DETAILS  
ACCESSORY FEATURES

LANDSCAPING  
SCREENING  
VISUAL COMPATIBILITY  
LIGHTING

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four inches (24") by thirty-six inches (36"). The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary items.

- \_\_\_\_\_ Plot plan or site layout
- \_\_\_\_\_ Photos of front and proposed project site
- \_\_\_\_\_ Material samples
- \_\_\_\_\_ Color samples
- \_\_\_\_\_ Additional information requested by Zoning Administrator
- \_\_\_\_\_ Additional information requested by Design Review Board

### PLEASE NOTE:

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit(s).

### REGARDING BUILDING PERMITS:

There are additional fees required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects, and some residential projects, generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.



STAFF CONTACT:

[c.page@jerome.az.gov](mailto:c.page@jerome.az.gov)



WEBSITE:

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OFFICE PHONE:

928-634-7943



TOWN HALL ADDRESS:

600 CLARK ST.



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# TOWN OF JEROME

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

## **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

This submission will be an example of how a small project application would be submitted. DRB to consider paint choices and give input about the proposed simplified application.



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## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
P.O. Box 335, Jerome, AZ 86331  
(928) 634-7943 FAX (928) 634-0715

### SMALL PROJECT APPLICATION – FOR DESIGN REVIEW (Draft 3.27.19)

#### NOT FOR NEW BUILDING CONSTRUCTION,

#### ADDITIONS/PROJECTS OVER 200 SQ FT., OR DEMOLITION PROJECTS

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED - USE THIS APPLICATION FOR PAINT, MATERIAL CHANGES FOR ROOFS, DECKS, SIDING, WINDOWS, DOORS AND OTHER SMALL PROJECTS VALUED UNDER \$1,500.

APPLICANT'S NAME: Charlotte Page & Hunter Bachrach  
MAILING ADDRESS: P.O. Box 4401 Cottonwood AZ 86326  
TELEPHONE: 928-274-3451 EMAIL: cpgoes@msn.com  
PROJECT ADDRESS: 38 Rich St  
PARCEL NUMBER: 401-06-135 A ZONE DISTRICT: C-1  
APPLICATION FOR (Please describe the project.): PAINT - EXTERIOR

- I hereby apply for consideration and conditional approval by the above checked Board or Commission.
- I understand that any approval is not valid until application fees are received by the Town.
- I have obtained and reviewed information on the criteria used in evaluation by these bodies and/or reviewed the application provisions in the Town Zoning Ordinance.
- I understand that this application will not be scheduled for consideration until all required materials have been submitted and reviewed.

APPLICANT'S SIGNATURE: Charlotte Page DATE: 4-3-19

#### TOWN USE BELOW

RECEIVED FROM: Paint - No Charge DATE: \_\_\_\_\_

Received the sum of \$ 0 as: ☐ Check No. \_\_\_\_\_ ☐ Cash ☐ Credit Card

Per Fee schedule – Ordinance 332

BY: \_\_\_\_\_

FOR: \_\_\_\_\_

## DESIGN REVIEW – Please review ZONING ORDINANCE, ALL OF §304

Applications for small projects; Design Review Board submit the following:

Eight (8) copies of each –Procedures and Criteria should include the following from the Zoning Ordinance §304.F where applicable

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2. Photographs showing front of existing structure, and project area if other than front.
3. Materials and color samples, either actual or visual sample.

Items reviewed by the Design Review Board include but are not limited to:

PROPORTION  
OPENINGS  
PATTERN  
SPACING  
ENTRANCES

PORCHES / DECKS / PROJECTIONS  
MATERIALS / TEXTURE / COLOR  
ROOFS  
ARCHITECTURAL DETAILS  
ACCESSORY FEATURES

LANDSCAPING  
SCREENING  
VISUAL COMPATIBILITY  
LIGHTING

Each application for design approval will be filed with the Zoning Administrator to be forwarded to the Design Review Board. The application for approval shall be submitted with copies of the plan. Each copy shall be on one or more sheets of paper, not measuring more than twenty-four inches (24") by thirty-six inches (36"). The following checklist is provided for the applicant's convenience to ensure inclusion of all necessary items.

- ☒ Plot plan or site layout
- ☒ Photos of front and proposed project site
- ☐ Material samples
- ☒ Color samples
- ☐ Additional information requested by Zoning Administrator
- ☐ Additional information requested by Design Review Board

### PLEASE NOTE:

After Planning & Zoning Commission approval and Design Review Board approval, building projects must then be submitted to the Building Inspector for review, approval and issuance of building permit(s).

### REGARDING BUILDING PERMITS:

There are additional fees required for building permits to reimburse the Town for costs of providing plan review and construction inspection services. Please refer questions to the Building Inspector. Commercial projects, and some residential projects, generally require plans to be prepared and/or sealed by an Arizona registrant, such as a licensed architect or engineer, per A.R.S. §32-144. Licensed contractors are required for construction projects per A.R.S. §32-1121.



STAFF CONTACT:

[c.page@jerome.az.gov](mailto:c.page@jerome.az.gov)



WEBSITE:

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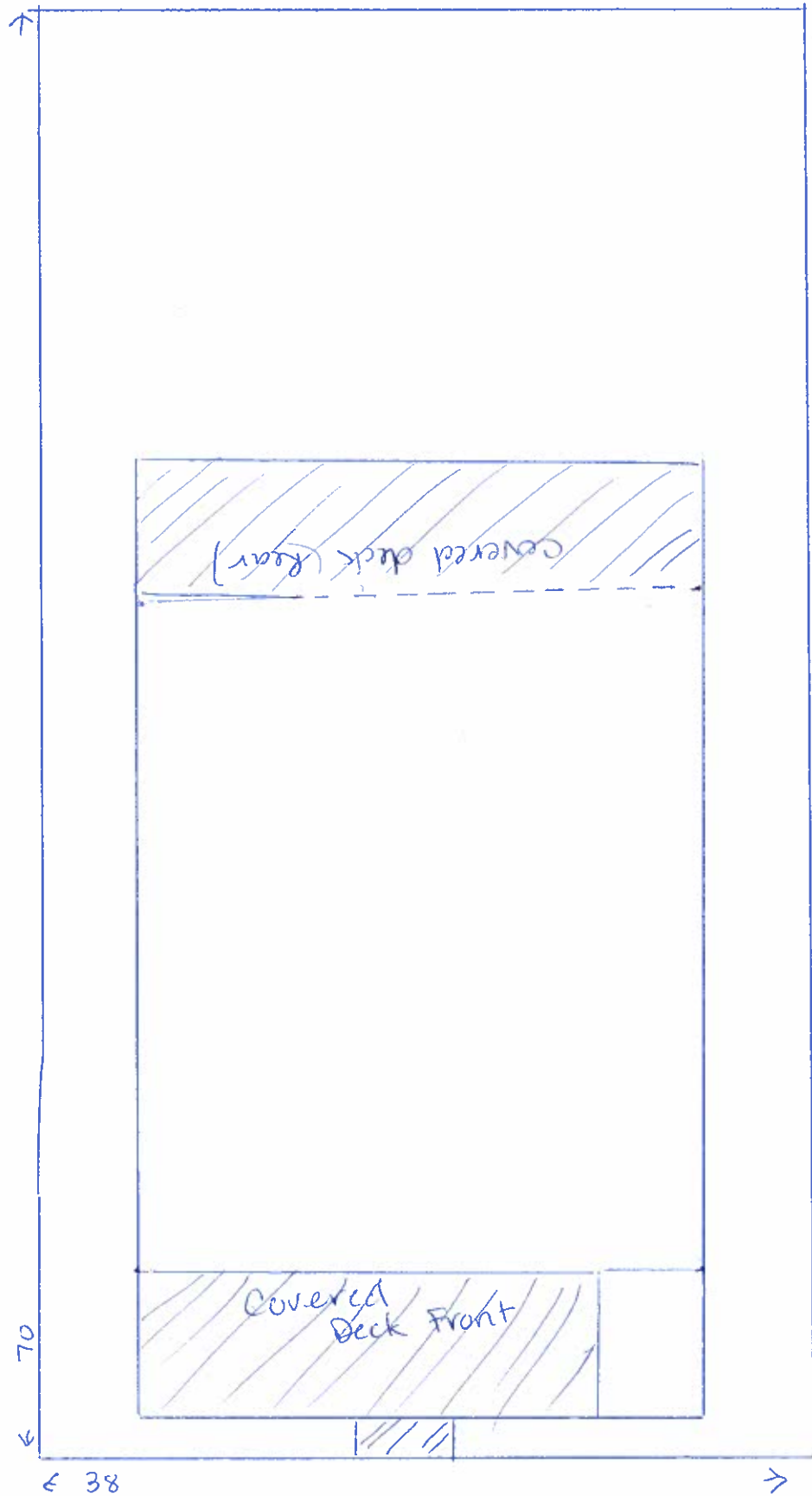
OFFICE PHONE:

928-634-7943



TOWN HALL ADDRESS:

600 CLARK ST.



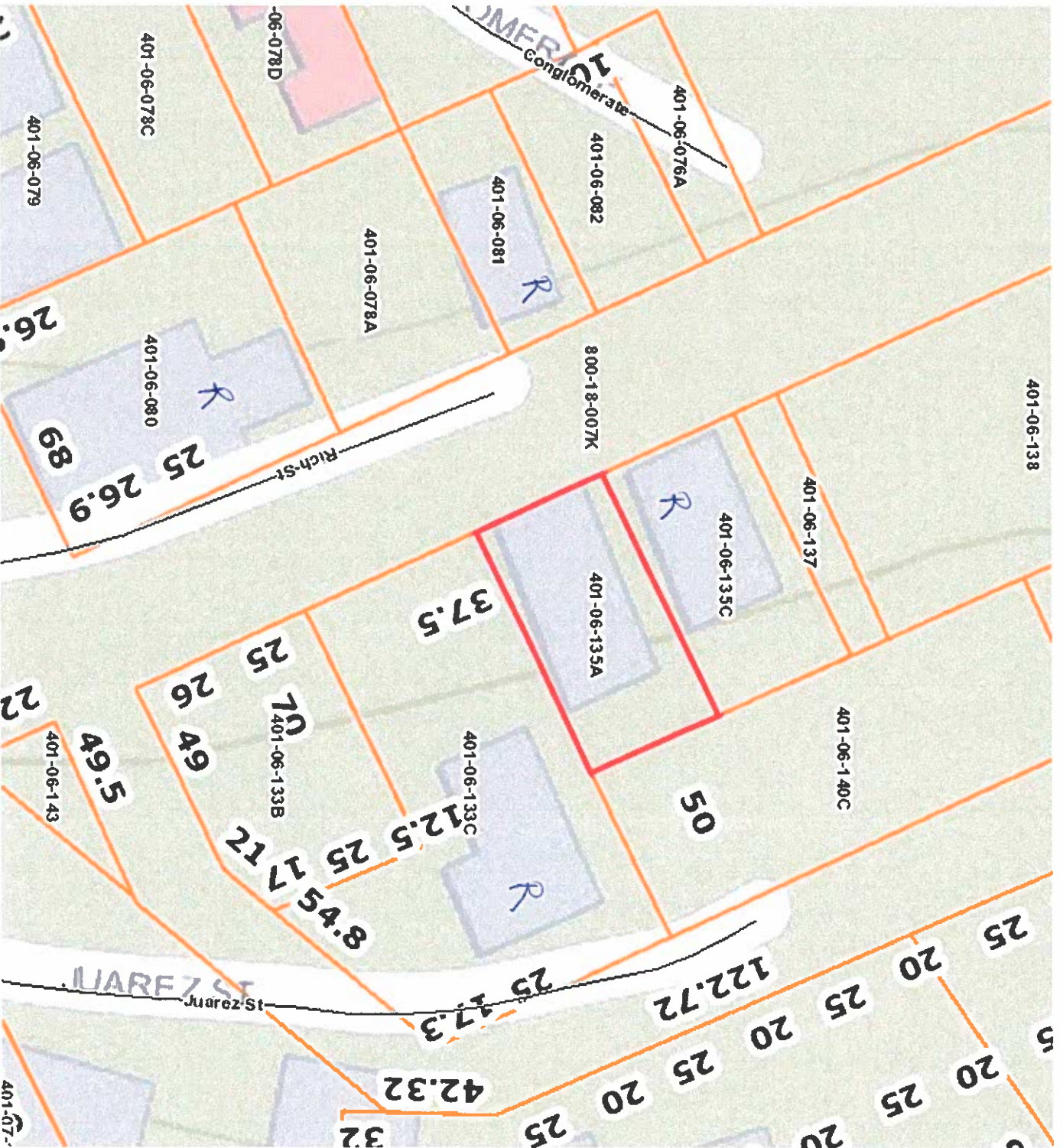
38 Rich St. / Site Plan



38 RICH ST., JEROME

401-06-135A

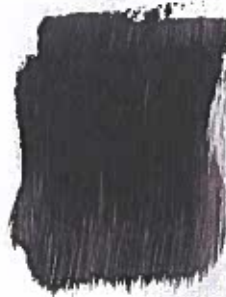
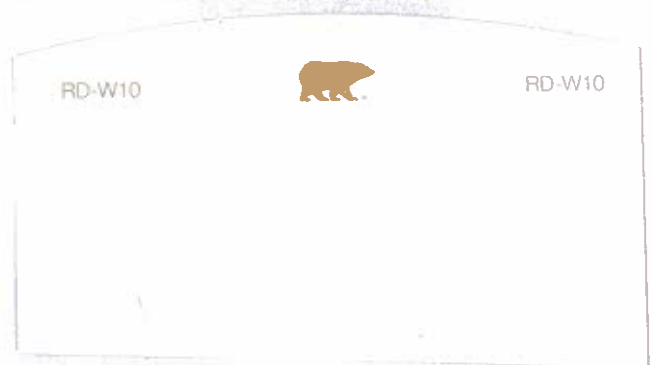
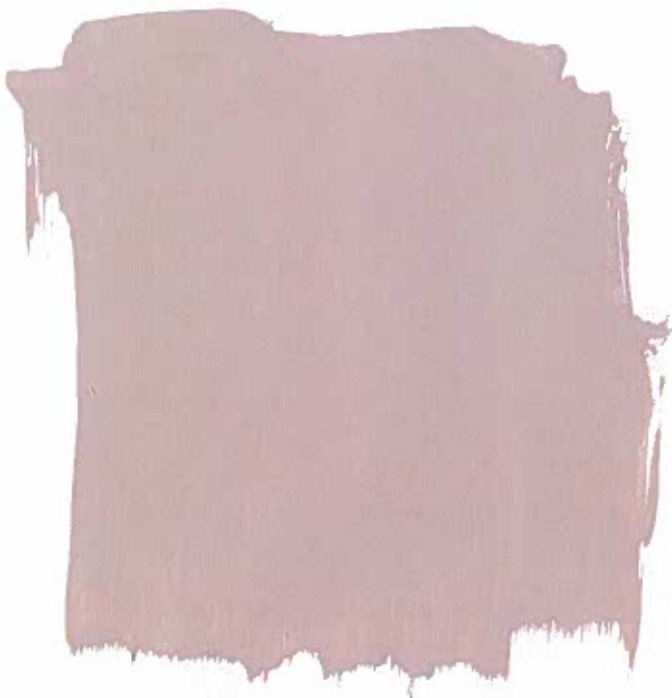
YAVAPAI GIS MAP, NOT TO SCALE OR OFFICIAL



R = residence



38 Rich St.





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# TOWN OF JEROME

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

## **ITEM 8: SECTION 509 – SIGNS - REVIEW**

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

**ADDITIONS:** ALL CAPS UNDERLINED TEXT  
BLUE

**DELETIONS:** ~~Regular-text-strikethrough-text~~  
~~red~~

**DRB Review Date: April 8, 2019**

## **ARTICLE V USE REGULATIONS**

### **SECTION 509 SIGNS**

#### **A. PURPOSE**

This section provides a set of standards for the design and construction of signs within the Town of Jerome. The purpose of this section is to encourage the preservation of historic buildings and artifacts, to protect the general public from damage and injury, to protect property values, to preserve the beauty and unique character of Jerome, to aid in the free flow of traffic within the town, and to promote the tourist industry which is important to the economy of Jerome, and the Historic Overlay District.

#### **B. DEFINITIONS**

Within and for the purposes of this section, the following definitions, and only these definitions, apply.

1. Sign - An object meant to convey a message through the use of words or symbols. A sign can be painted on one surface, or both surfaces, be free-standing or be signs supported by a pole or be attached to a building. All exterior whether public or private, are regulated by this ordinance.
2. Area - A rectangular area calculated by drawing horizontal and vertical lines from all sign extremities excluding those which are essentially sign supports.
3. Sign, Campaign - A sign whose sole purpose is to advertise a political candidate or issue.
4. Sign, District - A sign which advertises one or more than one business in a single building or area. A district sign operates as a directory with a heading stating the district and uniform nameplate signs for those businesses within the district.
5. Sign, Canopy - A sign mounted on or painted on a canopy or awning.
6. Sign, Free-Standing - A sign not attached to or supported by a building.

7. Sign, Height - The vertical distance from the ground directly under the to the sign highest point of the sign. (CHECK/CORRECT WORDING)
8. Sign, Interior - Signs within a building not accessible from outside. Interior signs are not regulated by this ordinance., ~~except if stating a business name and placed within twenty-four (24) inches of a window. Such signs will fall under the sixteen (16) square foot rule and require Design Review Board approval.~~
9. Sign, Gas Generated - Gas generated signs or signs illuminated by gas generated lighting, other than those existing on June 14, 1977, are prohibited.
10. Sign, Off-premise - A sign not located on the premises of the business which it advertises. A district sign is not an off-premises sign.
11. Sign, On-premise - A sign, the content of which relates to the premises on which it is located, referring exclusively to the name, location, products, persons, accommodations, services, or activities of or on those premises, or the sale or lease of those premises.
12. Sign, Nameplate - A sign which is limited to the name and/or business of the residents of the premises, not exceeding two inches by twelve inches (2" x 12").
13. Sign, Business Door Identification - A nameplate sign of a business name on an entry door, not exceeding two inches by twelve inches (2" x 12").
14. Sign, Projecting - A building mounted sign which projects from and is supported by a wall of a building.
15. Sign, Wall - A sign attached flush to the exterior surface of a building, or permanently applied to a window of a building. The sign must not project above the roof. Light sources aimed at the wall sign may project further.
16. Sign, Historical/Historical Period - A sign in use in Jerome during the period between 1876 and 1953.
17. Sign, Service - An interior sign whose purpose is not to advertise the business displaying the sign, but to inform or provide for the safety of the public. Signs such as credit card placards, directional signs, "No Smoking" signs, and menu boards are examples of service signs.
18. Sign, Open/Closed - A sign indicating that a place of business is open or closed.
19. Sign, Temporary - A sign displayed for not more than forty-five (45) consecutive days or a total of ninety (90) days in a calendar year.

### **C. APPLICABILITY**

The provisions of this section shall apply to all signs placed or maintained within the Town of Jerome with the exception of the following:

1. Non-illuminated names of buildings, dates or erection, monument citations, commemorative tablets and the like when carved into stone, concrete, metal or any other permanent type construction and made an integral part of a permitted structure

or made flush to the ground.

2. Signs required by law or signs of a duly constituted governmental body, such as traffic signs, warning signs, or no trespassing signs.
3. Signs placed by a public utility for the safety, welfare, or convenience of the public, such as signs identifying high voltage, public telephone, or underground cables.
4. Signs upon a vehicle, provided that any such vehicle is used for bona fide delivery or other business purposes.
5. Temporary holiday decorations.

#### **D. PERMITS**

1. A sign permit shall be required before a **PERMANENT** sign may be placed, constructed, re-constructed, or altered within the Town of Jerome with the exception of the following:

- a. Name-plate signs - and business door identifiers two inches by twelve inches (2" x 12").
- b. Repainting or maintenance of signs, provided there is no change in size, shape, wording, composition, or color.
- c. Political signs.
- d. Temporary signs.
  - ONE (1) DAY SIGN OR SPECIAL SIGN ALLOWED – CHALKBOARDS OR SIGNS THAT CHANGE DAILY FOR MENU SPECIALS AND EVENT ANNOUNCEMENTS SUCH AS ART WALK.
  - MENU BOARDS – ON SITE EITHER WALL MOUNTED CASE OR WINDOW DISPLAY
  - SANDWICH BOARDS/A FRAME SIGNS – ALLOWED IN VESTIBULES AND ON PRIVATE PROPERTY, NOT ON PUBLIC SIDEWALKS

#### RESTRICTED TEMPORARY SIGNS 100 DAYS A YEAR (2X PER WEEK OR UP TO 45 DAYS AT A TIME)

- BANNERS, NO LONGER THAN 45 DAYS AT A TIME
- 'SALE' AND OTHER EXTERIOR PRODUCT ADVERTISING, NO LONGER THAN 45 DAYS AT A TIME

2. An application for a **PERMANENT** sign permit shall be filed with the Zoning Administrator on a form prescribed by the Zoning Administrator. The application shall be accompanied by eight identical copies of the sign plans. Each copy shall be on one or more sheets of paper measuring not more than twenty-four inches by thirty-six inches (24"x 36") drawn to scale, which shall show the following:

- a. Signature of the applicant.
- b. The name and address of the sign owner and sign erector.
- c. Drawings showing the design, dimensions, color, material, and structure of the sign.



d. A drawing or photograph of the building facade indicating the proposed location of the sign, and all other existing signs maintained on the premises and regulated by this ordinance.

e. Proposed method of lighting the sign.

f. Any additional information which the Design Review Board may require in order to decide on the application.

g. Payment of a non-refundable, one-time filing fee in an amount established by a schedule adopted by resolution of the Council and filed in the offices of the Town Clerk. Applicant may re-submit modified plan without paying an additional fee. Payment of the filing fee shall be waived when the applicant is an agency of the Town, County, State or Federal Government.

3. Plan Review

The Zoning Administrator shall review and accept completed plans in accordance with the provisions of Section 303. These plans shall be placed on the agenda of the next Design Review Board meeting.

4. Design Review

The Design Review Board shall, in accordance with the provisions of Section 304, deny, approve, or conditionally approve any application for a sign permit. Upon approval of an application by the Design Review Board, the Zoning Administrator shall be instructed to issue the sign permit.

5. Design Review Board may waive the requirements of this section in order to allow the preservation or restoration of signs or commercial graphics which are determined to be of historical significance.

**E. REGULATIONS APPLICABLE TO SIGNS IN ALL ZONES**

1. The design, color, shape, materials and style of signs shall be subject to review and approval of the Design Review Board.

2. All signs shall be constructed, designed, or attached to structures in conformance with the building code adopted by the Town of Jerome.

3. No sign shall be constructed, erected or lit in such a manner as to interfere in any way with, the flow of traffic on the public right of way, or present a traffic hazard.

4. Free-standing signs shall not exceed four (4) feet in height.

5. There shall be no off-premise signs.

6. Organizations **ARE ALLOWED** ~~may apply for a~~ Temporary **Signs WITHOUT** Permit **OR REVIEW** ~~from the Design Review Board~~ **INCLUDING or for** temporary special event banners or signs. **BANNERS FOR SPECIAL EVENTS WILL NOT BE HUNG ON TOWN PROPERTY WITHOUT PERMISSION OF THE TOWN OF JEROME, AND WILL BE REMOVED WITHIN THREE DAYS OF THE CLOSE OF ANY EVENT.**

7. Lighting shall be directed at the sign from an external incandescent light source, and shall be installed so as to avoid any glare or reflection into any adjacent property, or onto a street or alley so as to create a traffic hazard. THESE RESTRICTIONS WILL ALSO APPLY TO INTERNALLY LIGHTED SIGNS WHICH MAY BE ALLOWED IF CONSTRUCTED OF METAL OR WOOD. NO INTERNALLY LIT SIGNS THAT ARE ACRYLIC OR PLASTIC ARE ALLOWED. ~~Internally lighted signs shall be prohibited.~~ No sign that flashes or blinks shall be permitted. No visible bulbs, neon tubing, or luminous paints, shall be permitted as part of any sign.

8. No sign or part of a sign shall have mechanically moving parts or audible devices.

9. Political signs shall be permitted up to a total area of six (6) square feet in area for each area for each premise, but shall not be placed in the public right-of-way or upon power or telephone poles. Political signs may be erected no earlier than sixty (60) days prior to any primary or general election; they shall be removed within ten (10) days after the election.

10. One (1) real estate sign located on the property it refers to will be permitted. ~~upon the application and payment in accordance with Section 509.2.~~

a. The sign shall be a maximum size of eighteen inches by twenty-four inches (18" x 24"). Additionally, one (1) rider denoting the name of the agent not exceeding six inches by 24 inches (6" x 24") may be attached to the real estate sign. Upon opening of an escrow, an additional rider not exceeding six inches by twenty-four inches (6" x 24") and containing the word "sold" or "pending" may be attached. Any other types of descriptive riders are specifically prohibited.

~~b. A duly licensed real estate brokerage company may apply for a blanket permit which will allow placement of a real estate sign on each property which they have listed for sale or lease. The blanket permit fee will be an amount established by a schedule adopted by resolution of the Town Council and filed in the office of the Town Clerk.~~

c. All real estate signs must be removed within three (3) days of any transfer of ownership (recordation) of the property.

11. Contractor identification signs or Contractor and/or Architect identification signs may be erected for the duration of construction. Such construction signs are to be removed seven days after certificate of occupancy is issued. The signs shall not exceed four (4) square feet in area. Also, signs warning of construction debris or denoting project sponsored by a funding source may be erected.

12. Any existing nonconforming sign may be continued in use; if such a sign is damaged, it may be restored or repaired. If a new sign is constructed, it must conform to the provisions of this chapter.

13. Once a year it shall be the duty of the Zoning Administrator to review all district signs and make appropriate recommendations to the Design Review Board.

14. Signs shall be removed upon thirty (30) days of business relocation or closure.

15. If any sign becomes a danger to the public or becomes deteriorated or is abandoned, the property owner, or owner of the sign shall be notified to remove or repair the sign. If he/she does not comply within ten (10) days, the Zoning Administrator shall have the sign removed and the cost assessed to the owner of the property on which such sign is located.

#### **F. REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES**

1. One nameplate sign not exceeding two inches by twelve inches (2"x 12") indicating the names of the occupants or business, and one set of numbers four inches by twelve inches (4"x 12") indicating the street address shall be allowed for each dwelling unit without a permit. ON PREMESIS ONLY
2. One non-illuminated sign not exceeding eight (8) square feet in area shall be allowed to identify a home business and requires a permit. A two-sided sign is one sign. ON PREMESIS ONLY
3. No sign shall extend above the eaves line of a building, or extend higher than ten (10) feet above the ground directly below it.

#### **G. REGULATIONS APPLICABLE TO SIGNS IN COMMERCIAL AND INDUSTRIAL ZONES**

1. No more than two (2) signs are permitted for any one business except that a business having frontage on and physical access from two (2) or more streets will be allowed a total of three (3) signs.
2. The area of any single wall, projecting, free-standing or canopy sign shall not exceed sixteen (16) square feet.
3. No sign shall extend above the roof of the building to which it is attached.
4. The bottom of any projecting sign shall be no lower than eight (8) feet above the ground directly below it.
5. No part of any projecting or free-standing sign may project over any roadway.
6. One (1) set of address numbers not exceeding four inches by twelve inches (4" x 12") in total area shall be allowed in addition to normal sign allowances.
7. District signs, in addition to other allowed signs, will be considered on a case by case basis by the Design Review Board.
8. Temporary signs, such as "sale" signs are allowed in addition to other signs. Temporary signs must meet all restrictions for signs in this section in addition to the following:
  - a. No temporary sign may exceed eight (8) square feet.
  - b. No business may display a temporary sign more than ONE HUNDRED (100) ~~ninety (90)~~ days per calendar year, or forty-five (45) consecutive days.
  - c. No permit is required for temporary signs.

#### **D. EXAMPLES OF UNRESTRICTED TEMPORARY SIGNS**

- ONE (1) DAY SIGN OR SPECIAL SIGN WILL BE ALLOWED – CHALKBOARDS FOR MENU SPECIALS, SIGNS THAT CHANGE DAILY OR SIGNS FOR SPECIAL EVENTS THAT HAVE LIMITED USE SUCH AS ART WALK ANNOUNCEMENTS.



- MENU BOARDS – ON SITE EITHER WALL MOUNTED CASE OR WINDOW DISPLAY
- SANDWICH BOARDS/A FRAME SIGNS – ALLOWED ON PRIVATE PROPERTY, NOT ON PUBLIC SIDEWALKS

RESTRICTED TEMPORARY SIGNS 100 DAYS A YEAR (2X PER WEEK OR UP TO 45 DAYS AT A TIME)

- BANNERS, NO LONGER THAN 45 DAYS AT A TIME
- 'SALE' AND OTHER EXTERIOR PRODUCT ADVERTISING, NO LONGER THAN 45 DAYS AT A TIME
  - o BUSINESSES MAY APPLY FOR DRB APPROVAL OF PRODUCT ADVERTISING AS PERMANENT SIGNAGE.

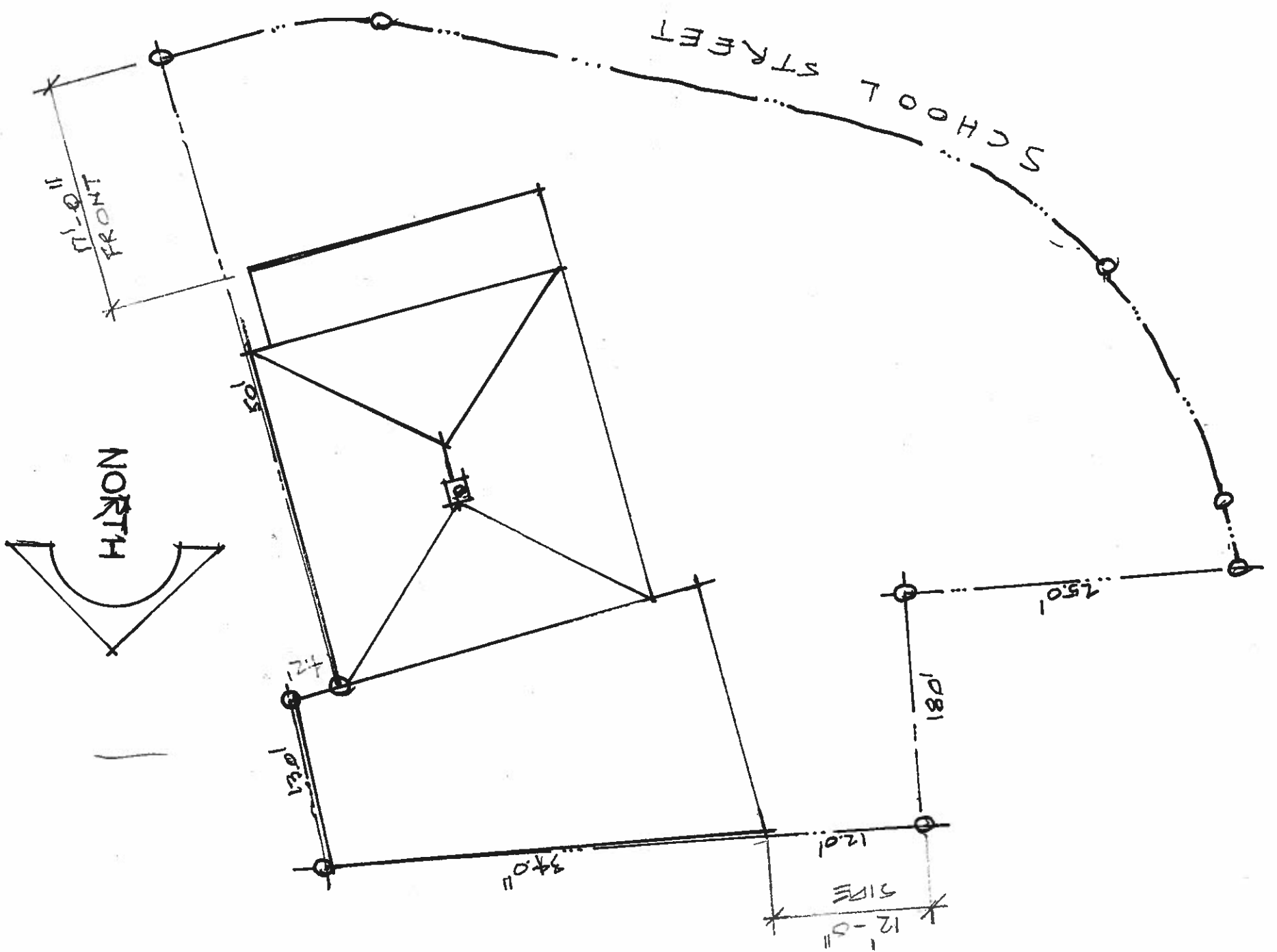
9. Exterior signs indicating open and closed are permitted in addition to normal sign allowances. These signs should be no more than four (4) square feet in area. Such an exterior open/closed sign requires a permit and approval from the Design Review Board.

10. Standard copyright signs offering information on incidental services or recommendations, e.g., VISA, MASTERCARD, WIFI, ETC. ~~AAA or Bank Americard~~, are permitted in addition to normal sign allowances, provided:

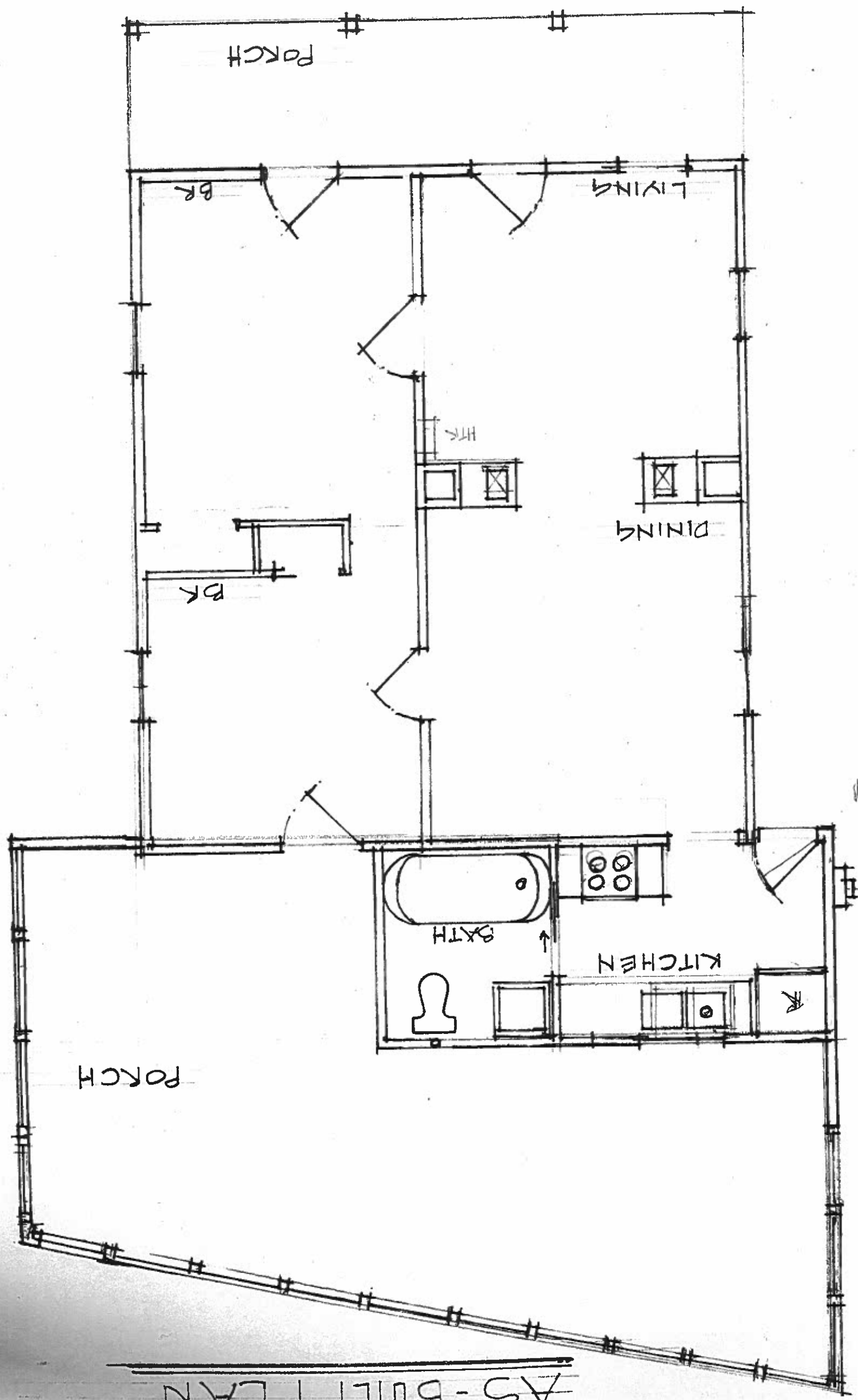
- a. They conform to all provisions contained in this section.
- b. They are inside a window.
- c. There is no more than one (1) sign per incidental service per public entrance to the business.
- d. No sign's area shall exceed sixteen (16) square inches.

# NORD RESIDENCE EXISTING

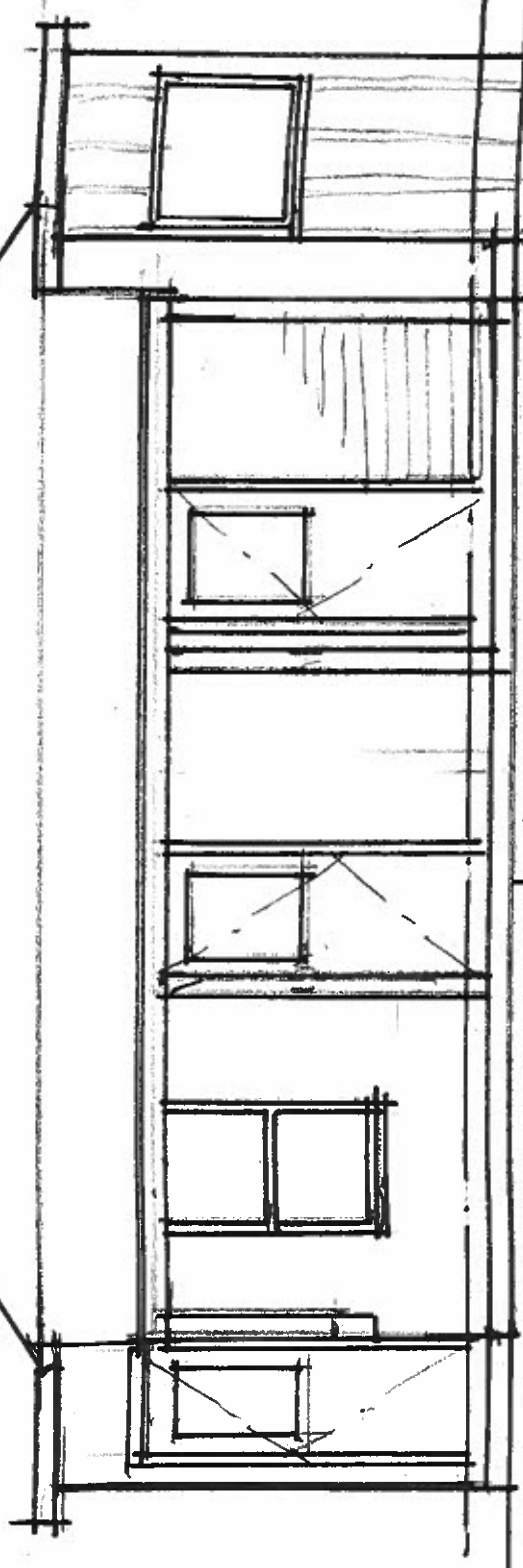
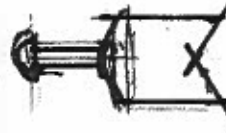
## AS-BUILT SITE PLAN 1" = 10'-0"



EXISTING

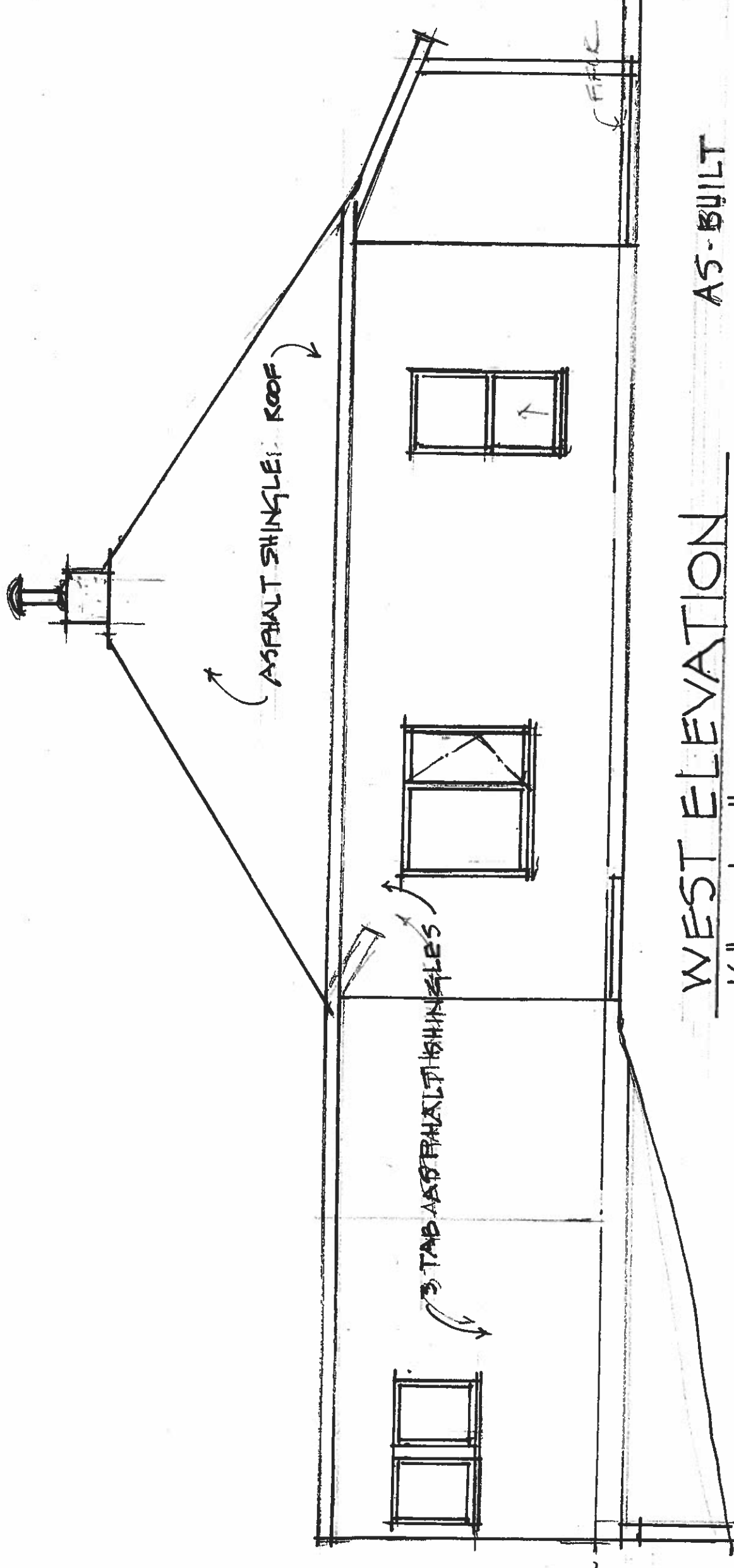


AS-BUILT PLAN



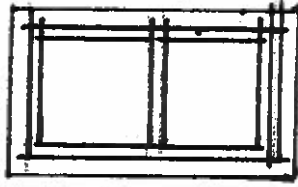
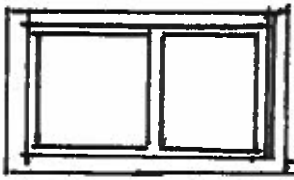
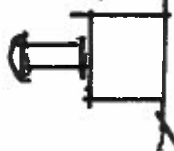
SOUTH ELEVATION AS-BUILT

1900/11/11



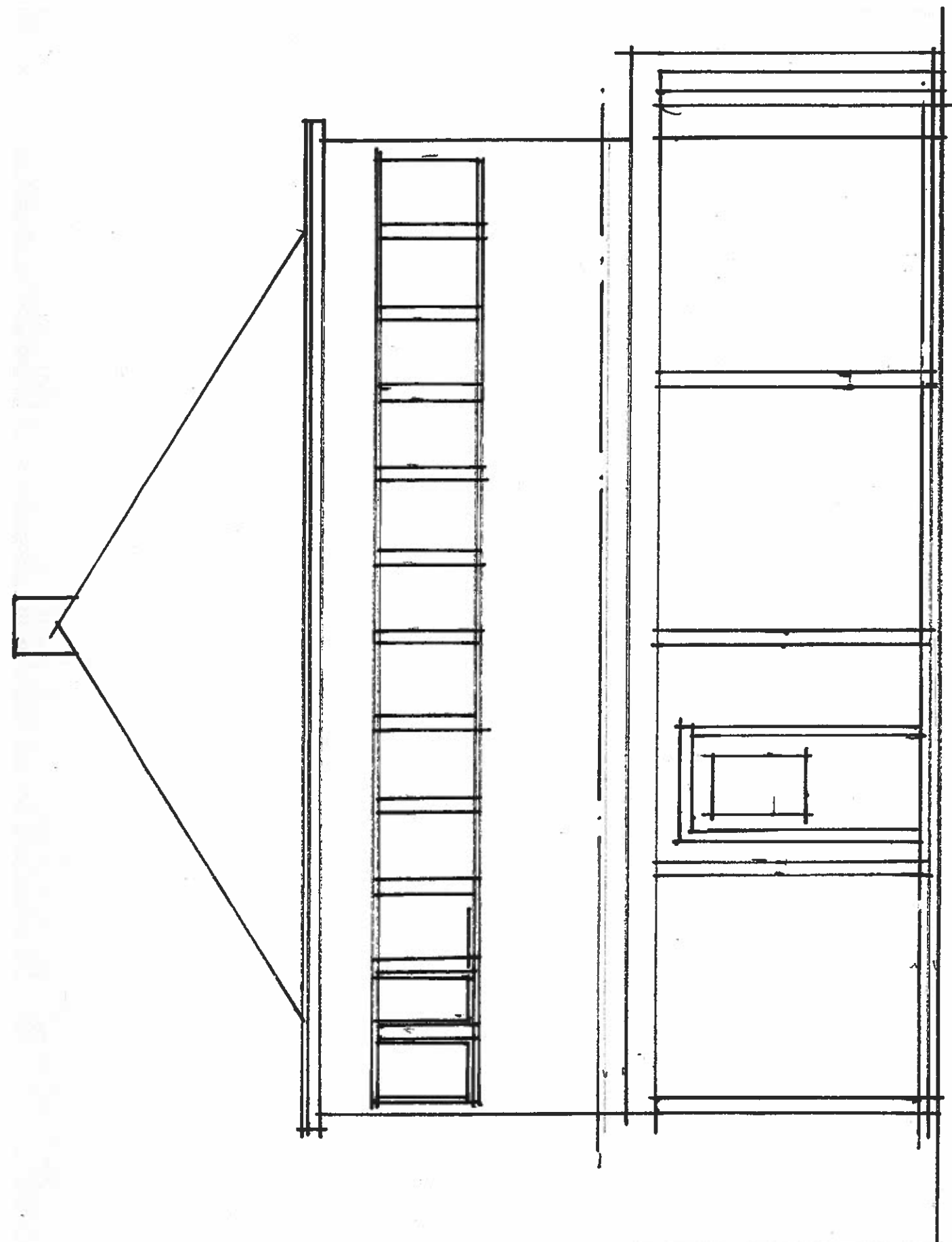
WEST ELEVATION AS-BUILT  
 $\frac{1}{4}'' = 1'-0''$





EAST ELEVATION

AS-BUILT

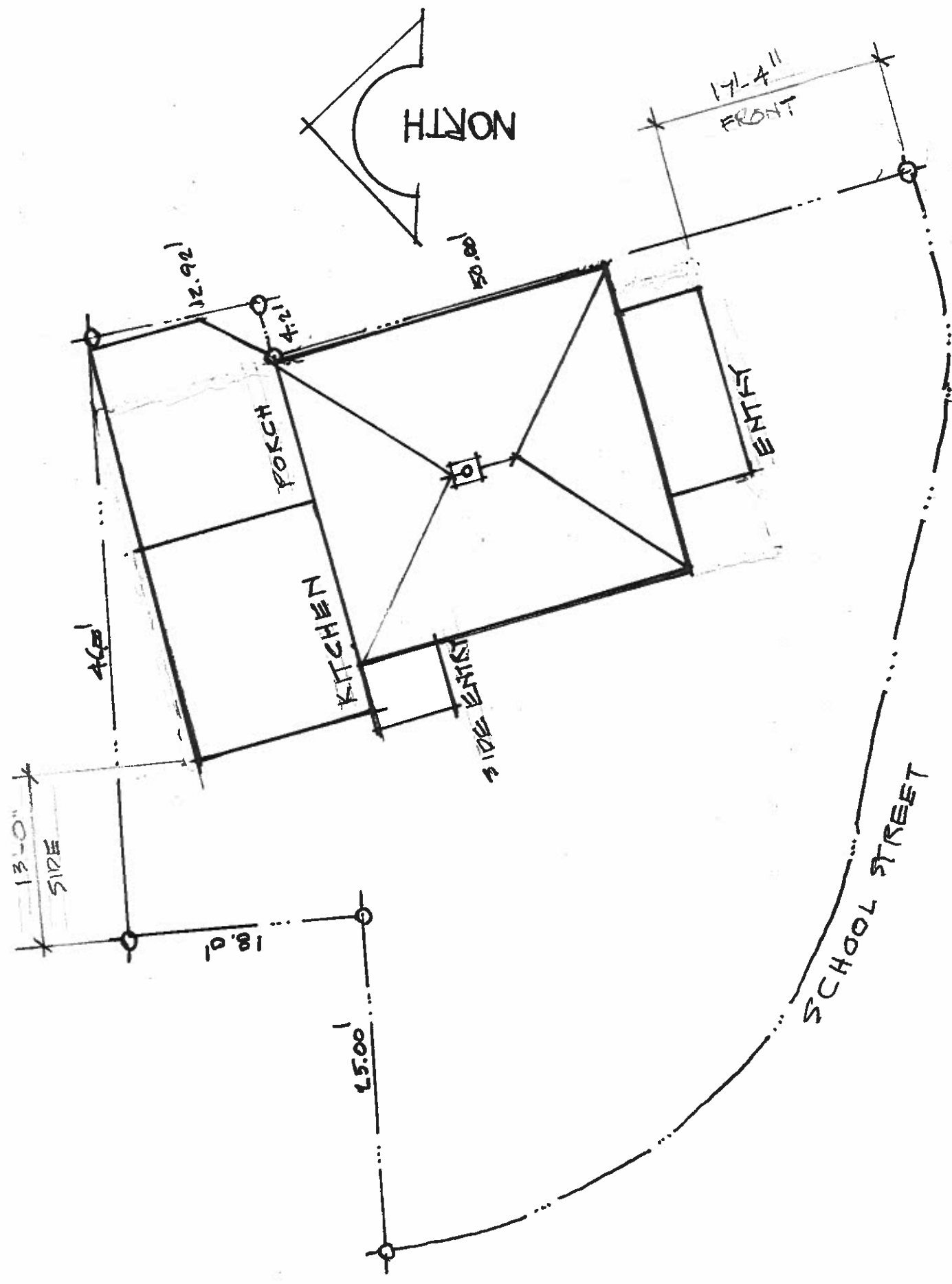


NORTH ELEVATION

1/4" = 1'-0"

AS-BUILT





## SITE PLAN

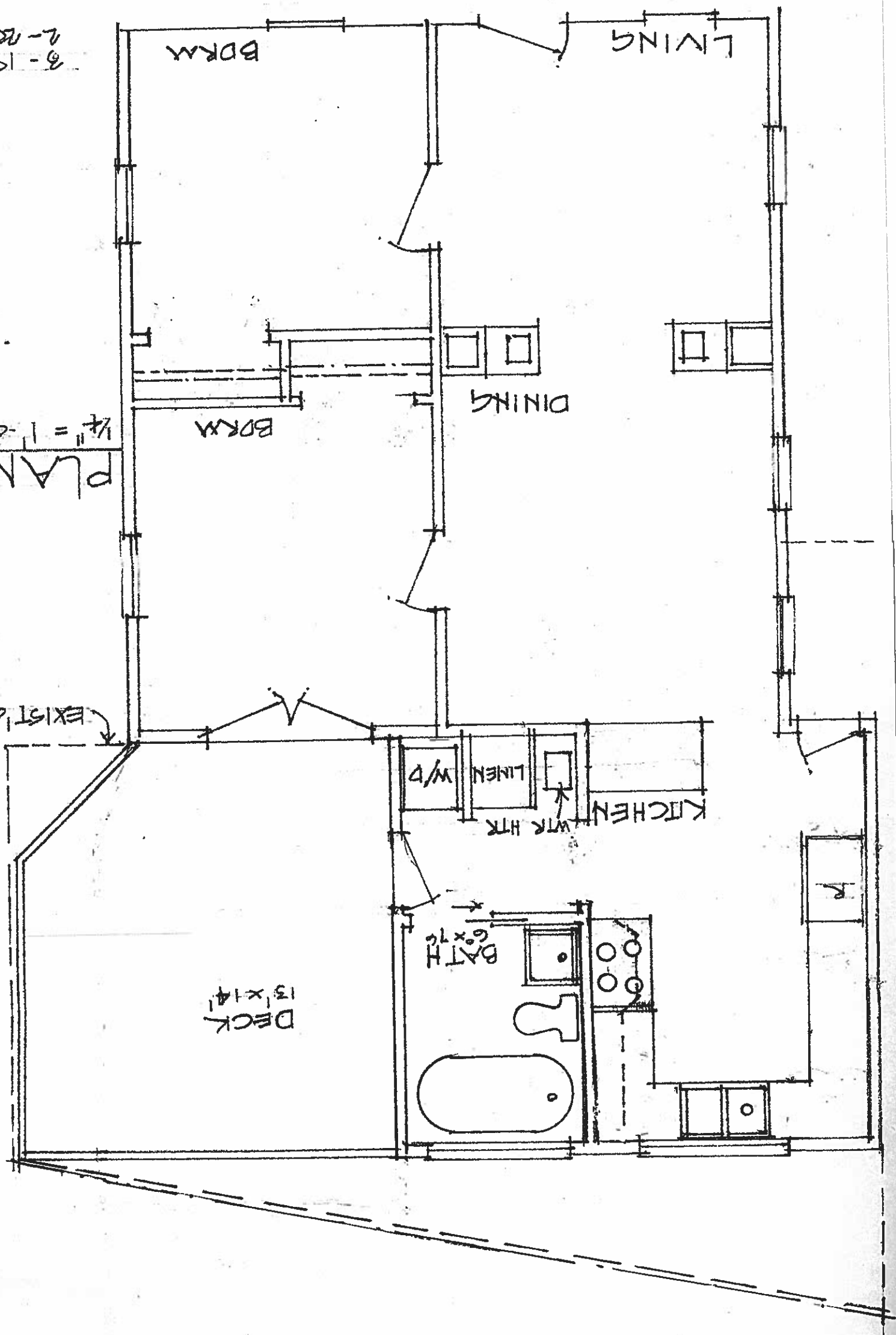
1" = 10' - 0" 3-18-19

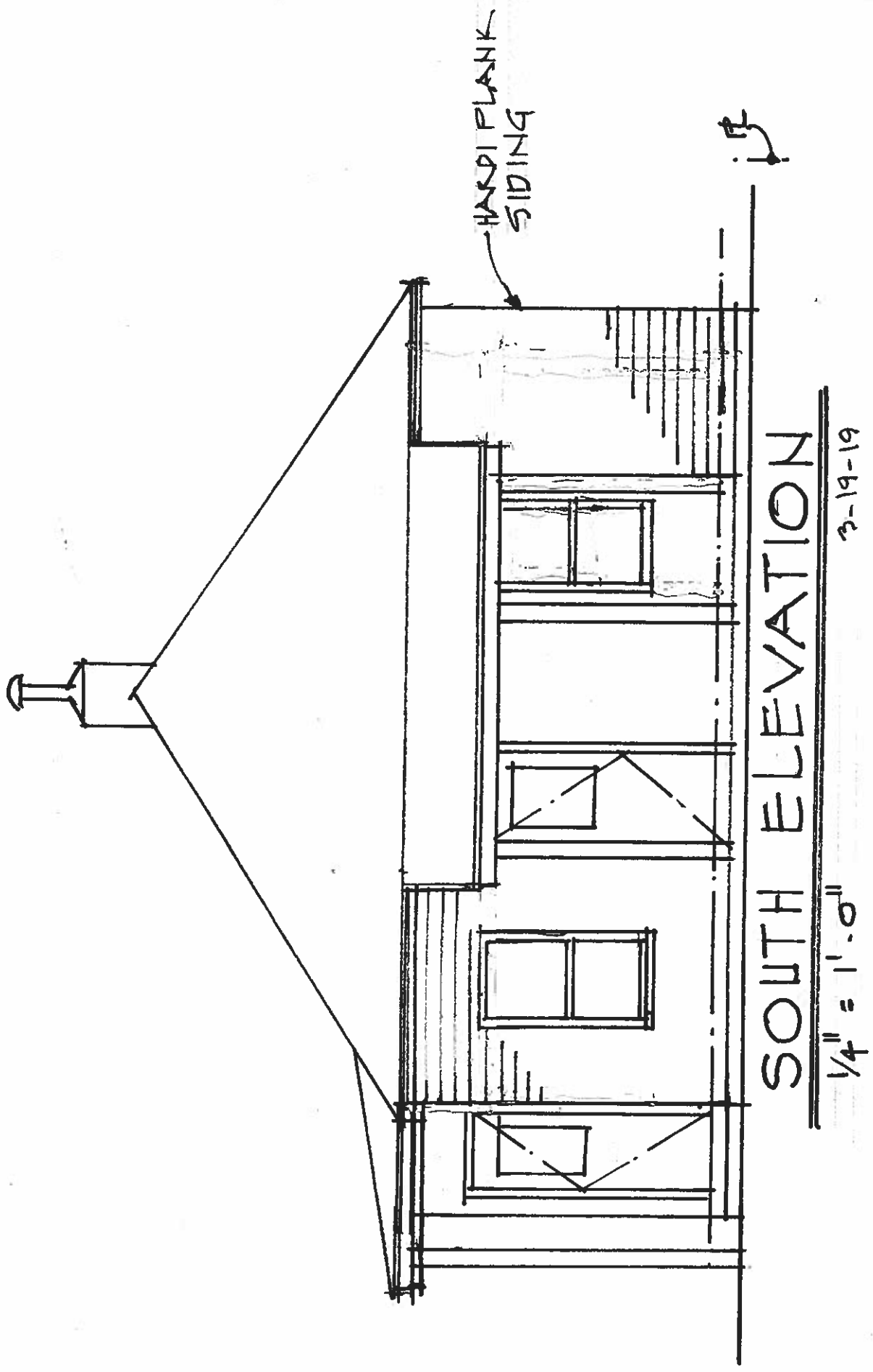
# NORD RESIDENCE RENOVATION

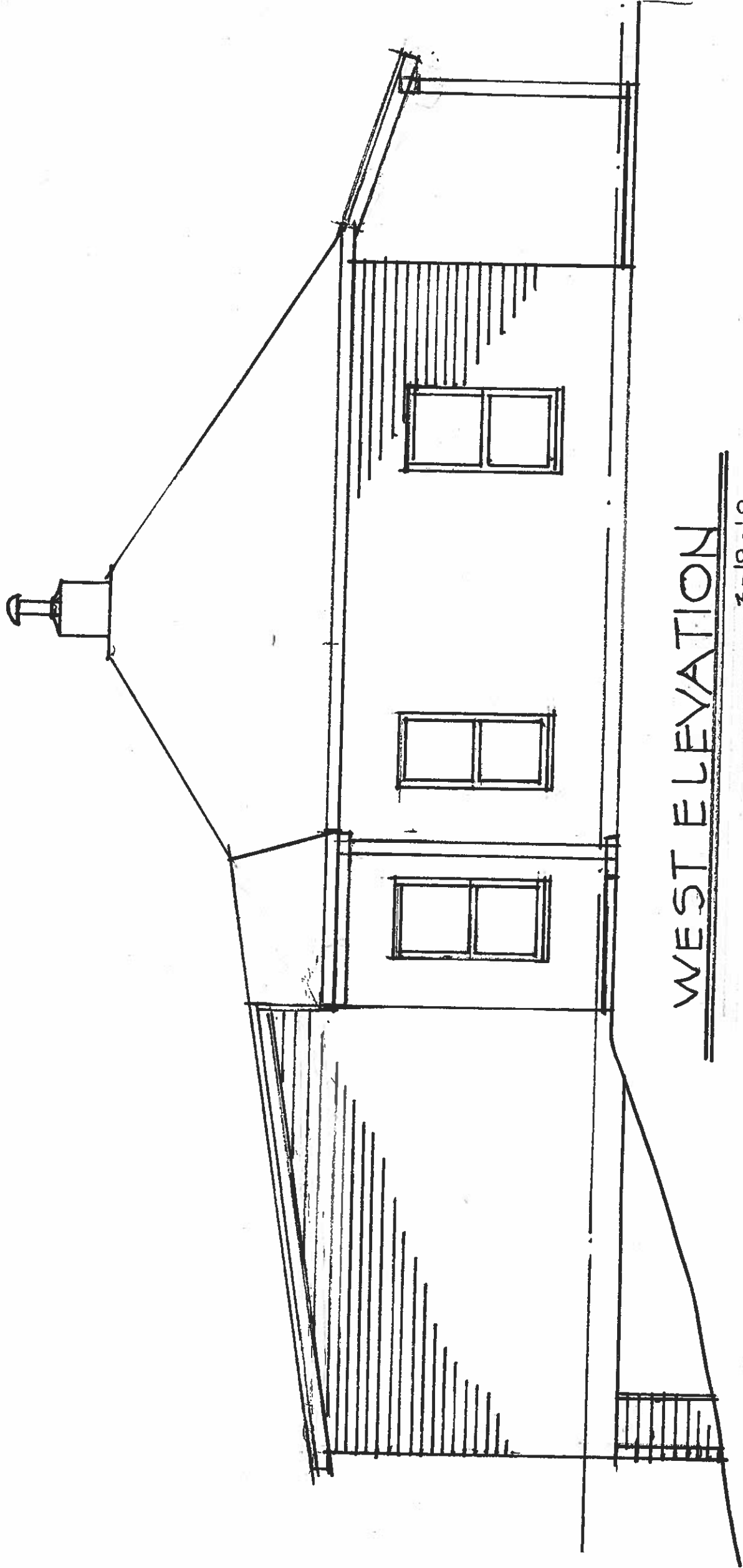
3-19-19  
2-20-19

PLAN A  
1/4" = 1'-0"

EXIST'G



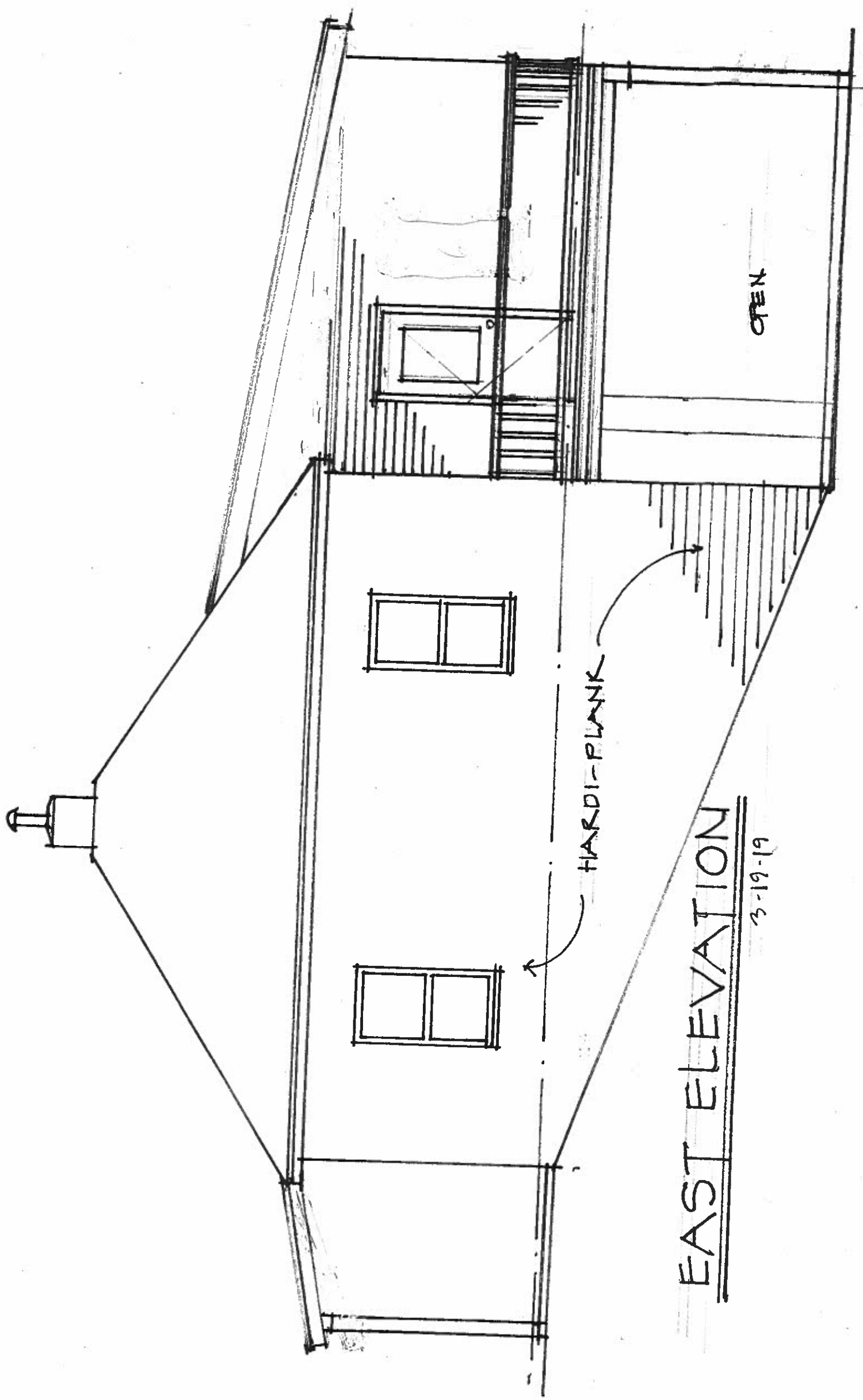




WEST ELEVATION

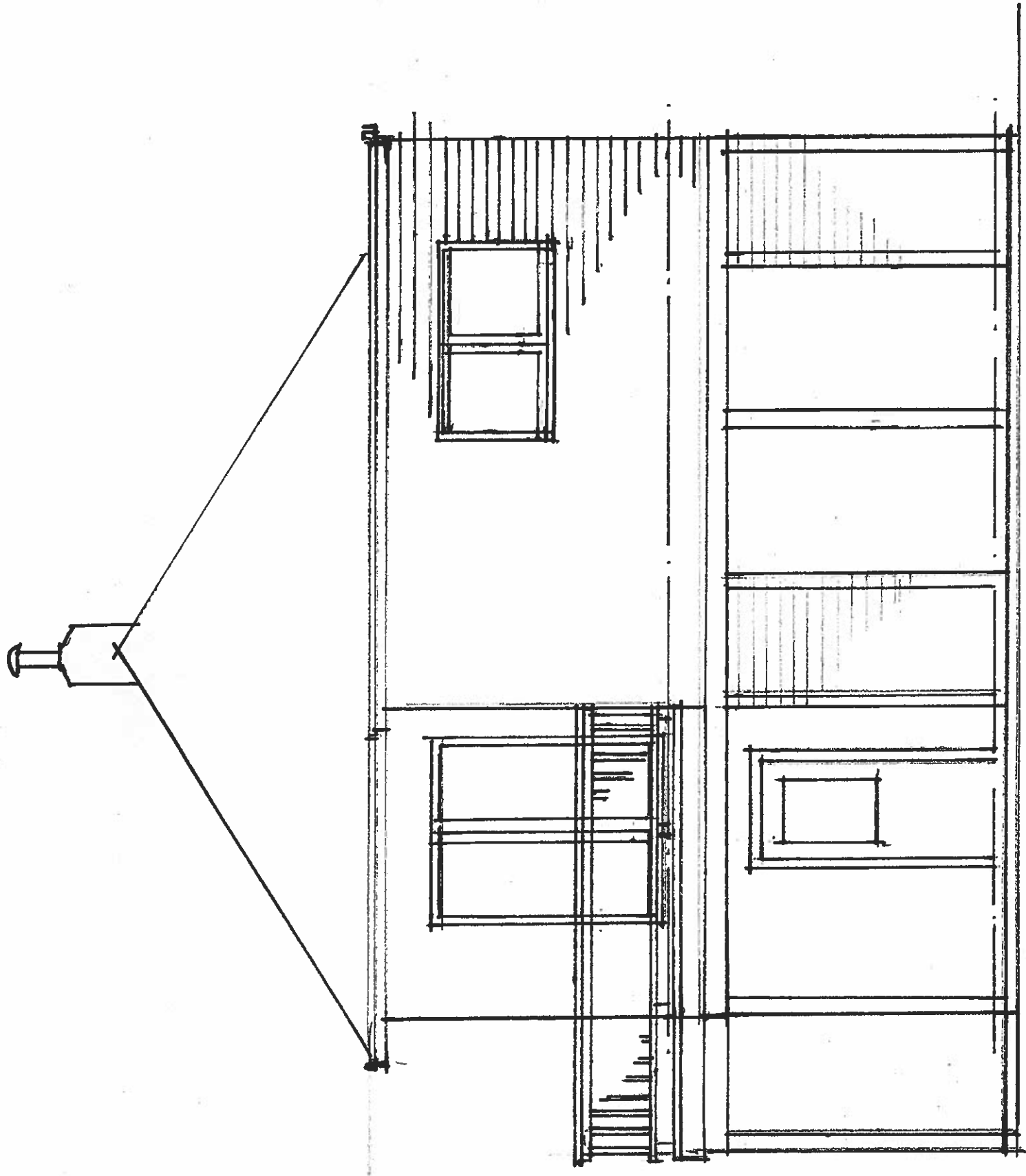
3-19-19





EAST ELEVATION

3-19-19



NORTH ELEVATION

$\frac{1}{4}" = 1'-0"$

3-19-19