



# 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, May 13, 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 April 8, 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: REVIEW FOR POSSIBLE FINAL APPROVAL, 221 DUNDEE AVE, PROPOSED NEW RESIDENCE IN R1-5 ZONE

APPLICANT: Lee Christensen for Scott & Wendy Prior

MAILING ADDRESS: 3694 Via Bernado, Oceanside, CA 92056

ZONE: R1-5

PROJECT ADDRESS: 221 Dundee Ave., Jerome

APN: 401-11-019S

OWNER OF RECORD: Prior Fam 2008 Revocable Trust & Prior Scott William & Wendy Lynne Tees.

A new home is planned for the site. **Discussion/Possible Action/ Possible Direction to Staff**

### ITEM 6: SIGNS FOR PARKING LOT, 200 HILL ST, GRAND HOTEL

APPLICANT: Larry A. Altherr

MAILING ADDRESS: PO Box H, Jerome

ZONE: R1-5 Parking lot C-1 Hotel

PROJECT ADDRESS: 200 Hill St., Jerome

APN: 401-07-166L

OWNER OF RECORD: Larry A. Altherr

Signs reserving parking for guests of hotel and restaurant for review.

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

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## ITEM 7: NEW ROOF, CHANGE OF MATERIALS 110 JUAREZ ST.

APPLICANT: Ann Rees

MAILING ADDRESS: PO Box 784, Jerome

PROJECT ADDRESS: 110 Juarez St., Jerome

OWNER OF RECORD: Ann & Elizabeth Rees

Metal roof to replace shingle roof for review.

ZONE: AR

APN: 401-07-185D

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

## ITEM 8: SIGN REVIEW, 403 CLARK ST. B-7, SMOKING' JEROME'S

APPLICANT: Aeron Bailey

MAILING ADDRESS: PO Box 425, Jerome

PROJECT ADDRESS: 403 Clark St., #B-7

OWNER OF RECORD: 1299 properties

Review Sign for permanent display.

ZONE: C-1

APN: 401-06-152H

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

## ITEM 9: SECTION 509 – SIGNS - REVIEW

Draft of DRB prior recommendations for changes to Zoning Ordinance, Article V, Section 509 SIGNS.

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

## ITEM 10: ELIMINATE P&Z LIAISON TO DESIGN REVIEW BOARD

P&Z was given direction in this regard from Council. Review of the item in P&Z prompted suggestion to consider input from DRB regarding possible action. **Discussion/Possible Action/Direction to Staff**

## ITEM 11: APPLICATIONS FOR DRB, ONE PAGE PAINT, SIMPLE PROJECTS AND REVISED APPLICATION FOR LARGER PROJECT

Review of administrative changes for forms used by DRB for possible input of Board.

**Discussion/Possible Direction to Staff**

## ITEM 12: PAINT COLORS SUBMISSION, 819 HAMPSHIRE W/NEW PAINT APPLCIATION

APPLICANT: Spring Peterson, represented by Zoning Administrator

MAILING ADDRESS: PO Box 6, Jerome

PROJECT ADDRESS: 819 Hampshire

OWNER OF RECORD: Andrew & Spring Peterson

Paint Colors for review.

ZONE: R1-5

APN: 401-07-126

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

## ITEM 13: FUTURE AGENDA ITEMS

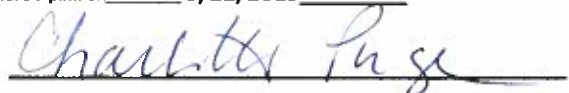
**Discussion/Possible Direction to Staff**

## ITEM 14: 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 5/12/2019

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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## REGULAR MEETING OF THE TOWN OF JEROME

### DESIGN REVIEW BOARD

DATE: Monday, April 8, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

## MINUTES

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

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

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

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

**7:02 (00:38) ITEM 2: APPROVAL OF MINUTES:** Minutes of March 11, 2019 and Special Joint Meeting of January 16, 2019

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

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

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

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

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

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

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

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of the board when their position is to remain impartial. He also believes if it's worked for all these years, why change it?

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

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

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

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

APPLICANT: Lee Christensen for Nord

ADDRESS: PO Box 942, Williams, AZ 86046

ZONE: C-1

OWNER OF RECORD: Don & Paula Nord

APN: 401-10-006

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

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

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

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

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

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

### Motion to Approve the Preliminary Plans as Presented

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

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

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

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

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

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

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

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

### Motion Amended to Final Approval Pending Any Major Changes

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

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

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



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

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

*Chair Wood said this is a compromise between the "Certificate of No Effect" and the way we've always done this.*

*The Board discussed the draft application form and its drawbacks.*

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

*Vice Chair Smith suggested the paint application could be much simpler and he would prefer to see it on its own form.*

*It was decided to move paint to a form of its own.*

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

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

APPLICANT: Hunter Bachrach, Charlotte Page

ADDRESS: PO Box 4401, Cottonwood, AZ 86326

OWNER OF RECORD: as above

ZONE: C-1

APN: 401-06-135A

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

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

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

*Chair Wood believes the changes made are just about right.*

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

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

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

*Chair Wood said we will revisit signs.*

*Board member Christensen mentioned the liaison position.*

*Ms. Page mentioned CUP.*

*Board member Vincent added the new paint form.*

## ITEM 10: ADJOURN

**Adjourned at 8:13**

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

*Approval on next page.*

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DATE: Monday, April 8, 2019 TIME: 7:00 pm

PLACE: JEROME CIVIC CENTER

600 Clark St., JEROME, ARIZONA 86331

## MINUTES

*Respectfully submitted by Joni Savage on May 13, 2019.*

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

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

DRAFT MINUTES



# TOWN OF JEROME

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## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

May 13, 2019

### ITEM 5: REVIEW FOR POSSIBLE FINAL APPROVAL, 221 DUNDEE AVE, PROPOSED NEW RESIDENCE IN R1-5 ZONE

APPLICANT: Lee Christensen for Scott & Wendy Prior

APN: 401-11-019S

Preliminary approval was granted with note to final with exact materials and color choices. Planning & Zoning Commission has given final approval.

Charlotte Page, Zoning Administrator



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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: SCOTT & WENDY PRIOR  
MAILING ADDRESS: 3694 VIA BERNADO, Oceanside, CA 92056  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PROJECT ADDRESS: DUNDEE AVENUE  
PARCEL NUMBER: 401-11-019 S ZONE DISTRICT: R-15  
APPLICATION FOR (Please describe the project): NEW RESIDENCE SINGLE FAMILY  
HOME 3400 sq +

- 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: Lee Christensen

DATE: 1-7-19

#### TOWN USE BELOW

RECEIVED FROM: Lee Christensen DATE: 1-7-19

Received the sum of \$ 200 - as: ☒ Check No. 1939 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY: Quentin Pige

FOR: DRB Review New Home  
on Dundee  
Between 175 Dundee  
& 275 Dundee





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.

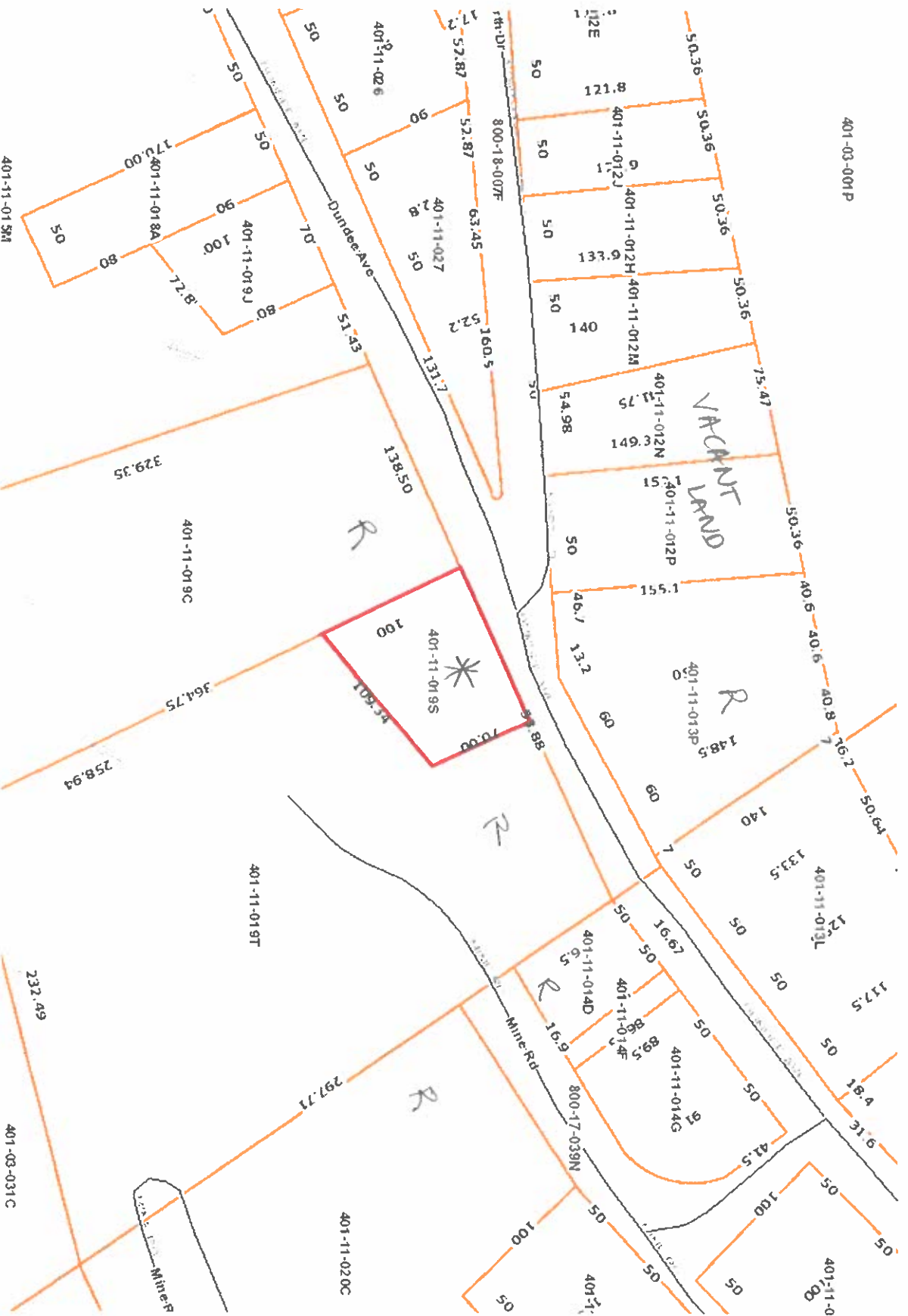
- \_\_\_\_\_ Eight (8) copies drawn to scale, one (1) or more sheets of paper no larger than twenty-four (24) inches by thirty-six (36) inches
- \_\_\_\_\_ Dimensions
- \_\_\_\_\_ Materials
- \_\_\_\_\_ Colors
- \_\_\_\_\_ Lettering
- \_\_\_\_\_ Structure
- \_\_\_\_\_ Lighting of sign
- \_\_\_\_\_ Drawing 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.

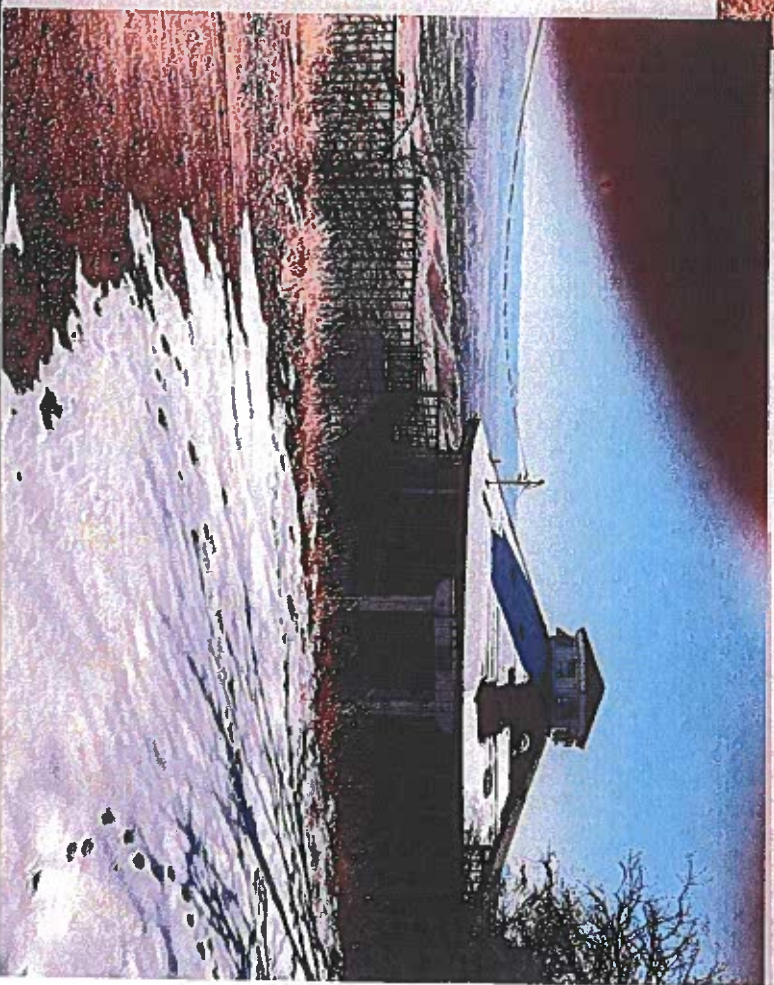
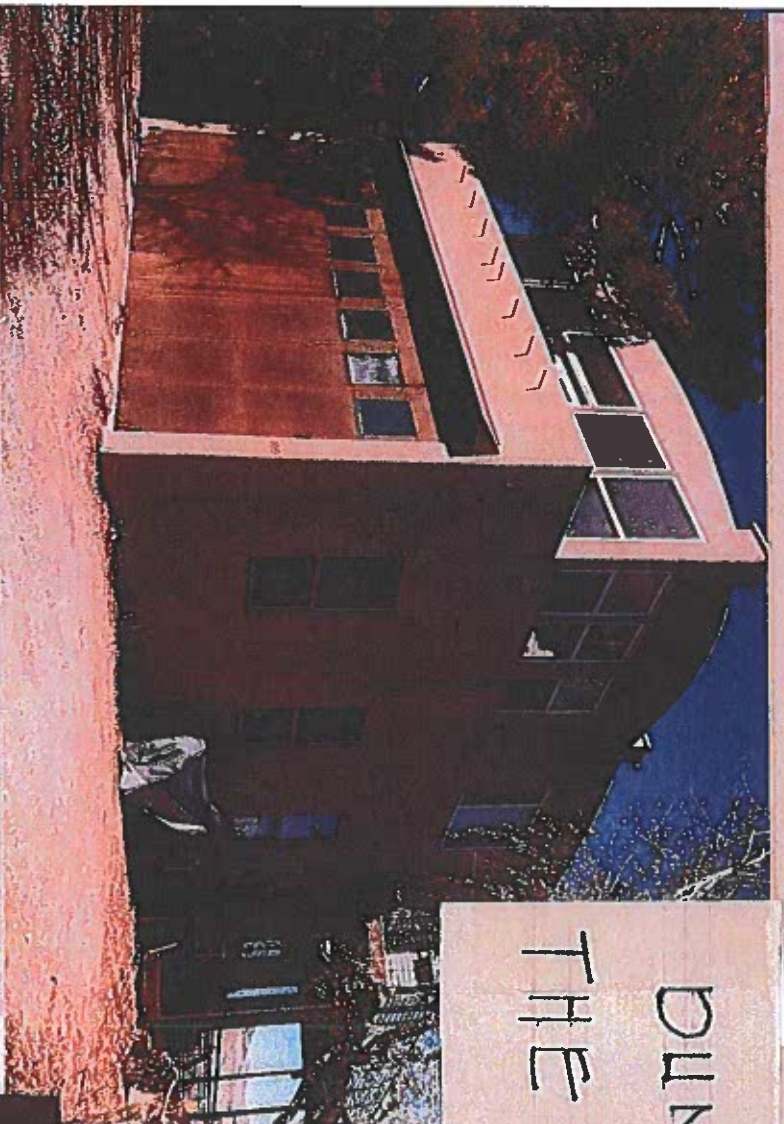
221 Dundee – Vacant Lot, owner Scott and Wendy Prior proposed single-family home.



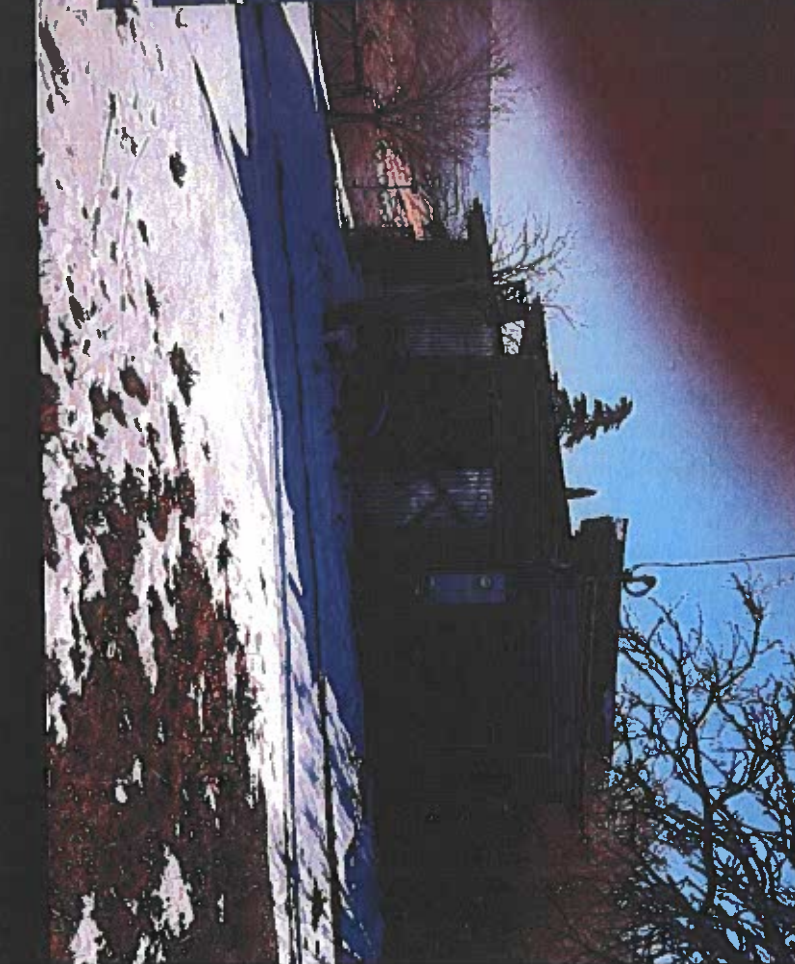
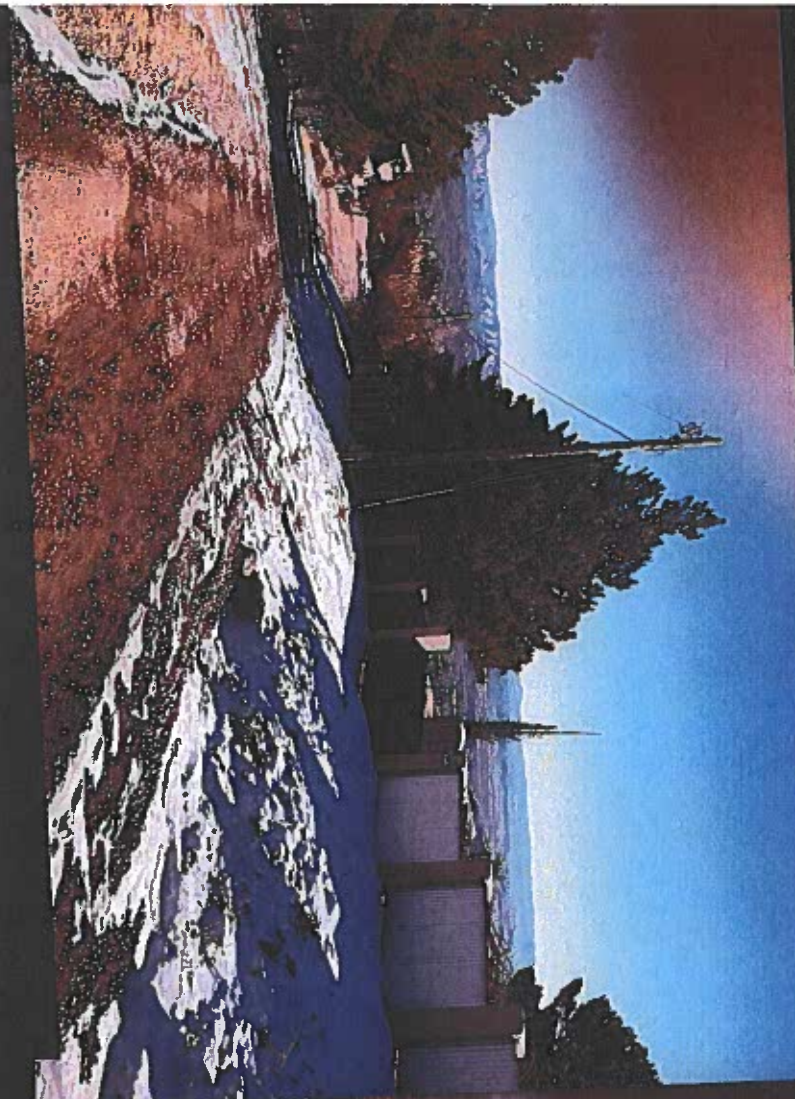
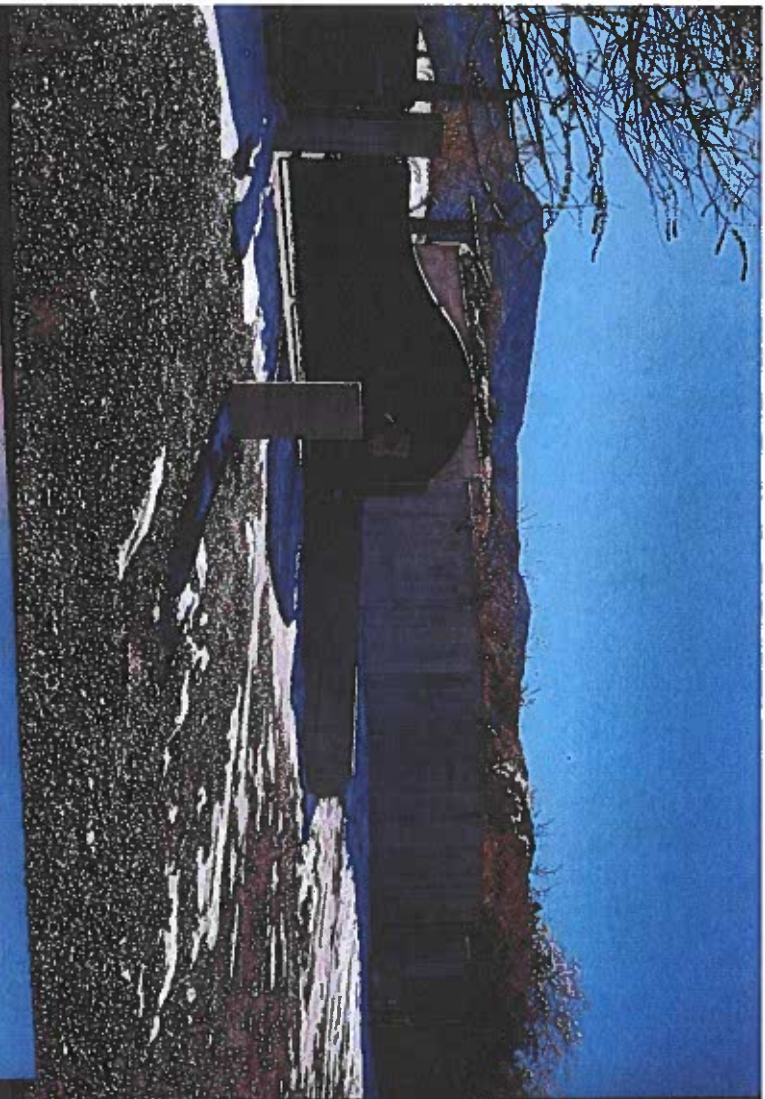
Vicinity - Developed adjacent properties are residential use.



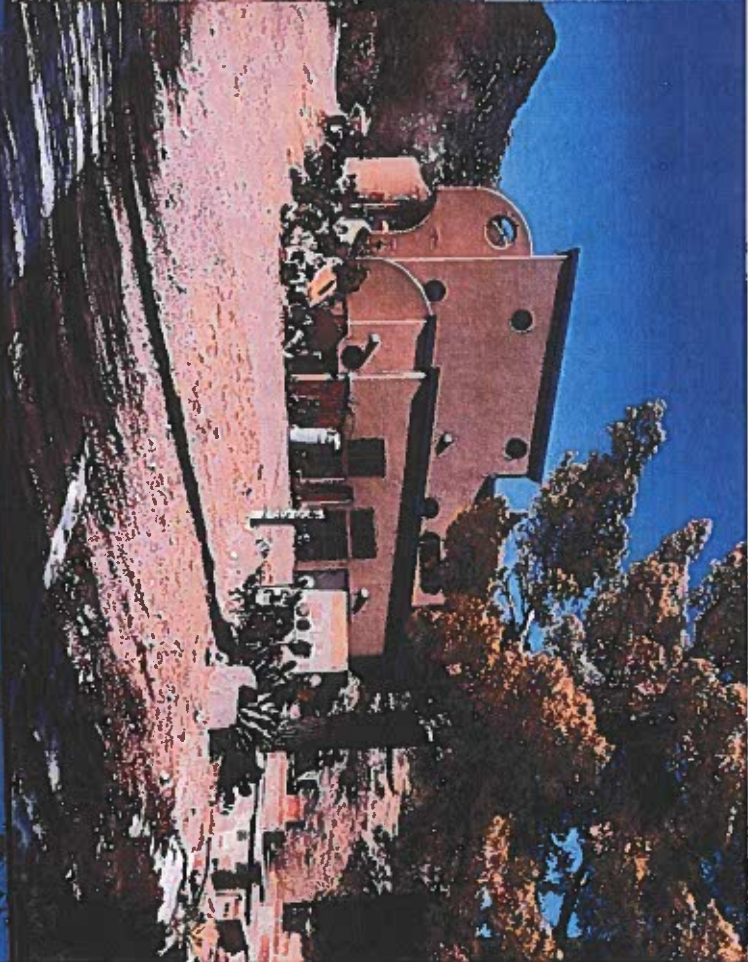
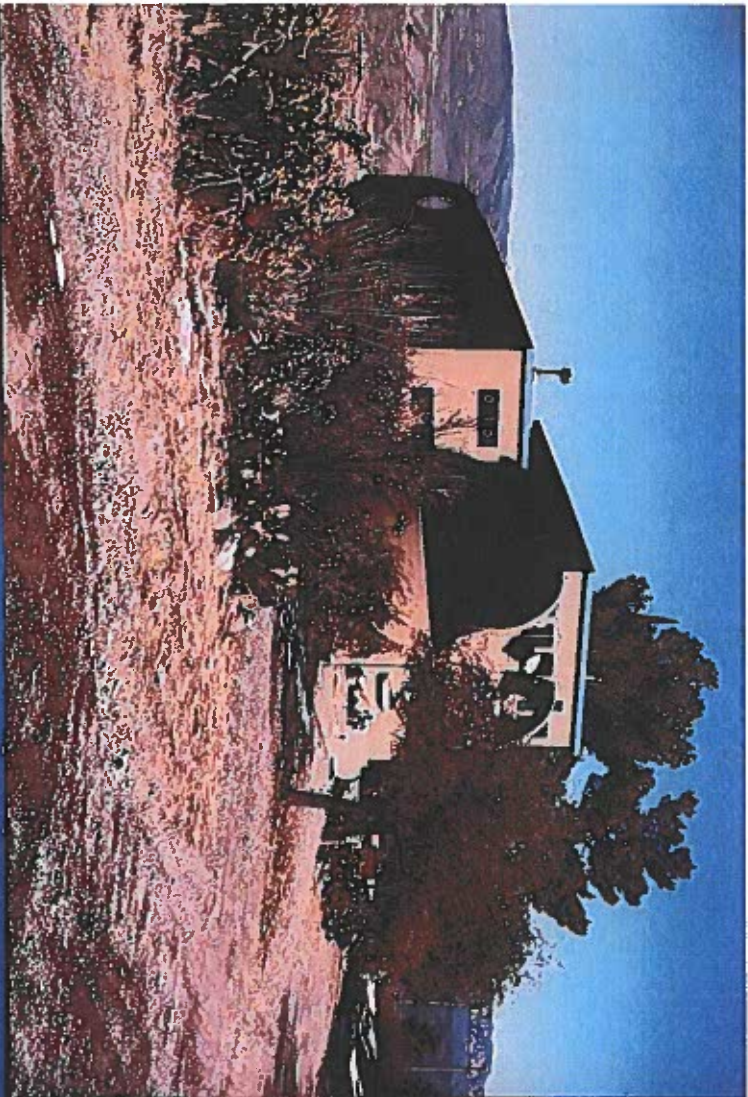
DUNDEE<sup>for</sup> AVENUE  
THE PRIOR RESIDENCE



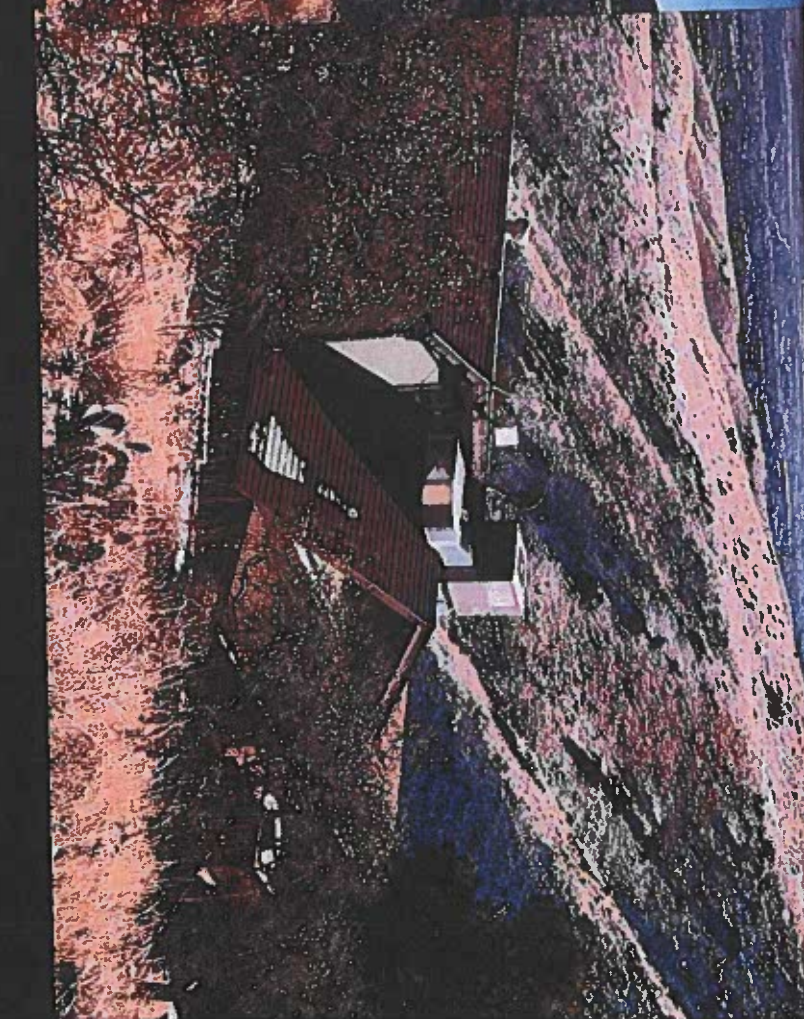
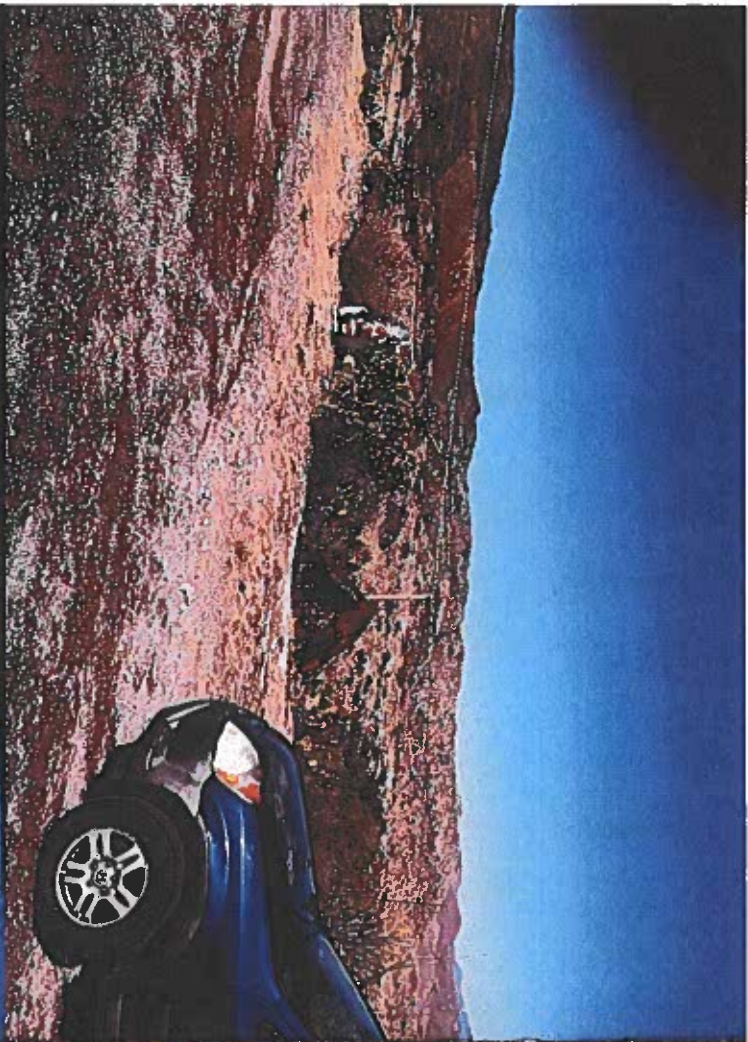








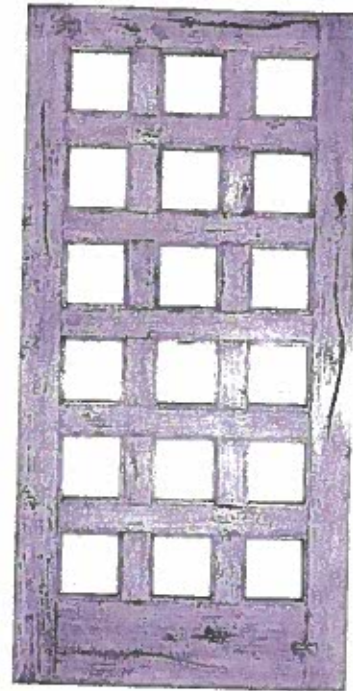








STUCCO WINDOW & DOOR TRIM  
SHERWIN WILLIAMS



3018

Arts & Crafts

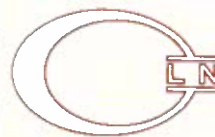
Knotty Alder

Custom Finish /  
Antique Distress

OPTIONS

Butterfly Plugs

PRIOR RESIDENCE  
221 DUNDEE AVENUE JEROME AZ.



LEE N CHRISTENSEN

ARCHITECT AIA NCARB

[www.lchristensenaiia.com](http://www.lchristensenaiia.com)

LEE N CHRISTENSEN and ASSOCIATES  
ARCHITECTURE PLANNING

PO BOX 1815 SEDONA ARIZONA 86339 (928) 282-7397



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## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

May 13, 2019

### ITEM 6: SIGNS FOR PARKING LOT, 200 HILL ST, GRAND HOTEL

APPLICANT: Larry A. Altherr

APN: 401-07-166L

Signs reserving parking for guests of hotel and restaurant are submitted for review. These free-standing signs are already installed. The nature of the signs under consideration is a 'no trespassing' message intended to reserve parking for hotel and restaurant guests.

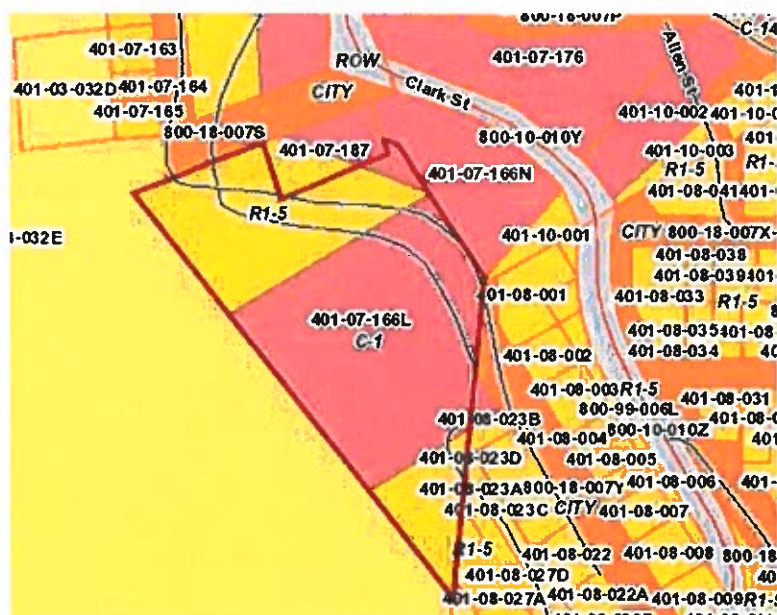
SECTION 509 Signs of the Zoning Ordinance does not address parking lot signs, with the exception of those placed by 'duly constituted governmental bodies' or 'public utilities' (509.C.2 & C.3). Private parking lots are not addressed.

Regulations that may be considered include 509.E.4 'free standing signs shall not exceed 4' in height'. However, this may not apply to signs in service for this purpose. These signs need to be legible to drivers, average street signs are installed at 5-7'.

The parking lot where the signs are located is technically in the R1-5 Zone. However, there are no applicable regulations in 509.F REGULATIONS APPLICABLE TO SIGNS IN RESIDENTIAL ZONES.

The Zoning Ordinance SECTION 509, does not adequately address private parking lot signs.

Charlotte Page, Zoning Administrator





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**Charlotte Page, Planning & Zoning Administrator**  
**Historic Preservation Officer**  
c.page@jerome.az.gov

**APPLICATION FOR SIGN PERMIT**

(Please include \$25.00 fee with completed application)

APPLICANT'S NAME: LARRY A. AITHER

MAILING ADDRESS: P.O. Box H, JEROME, AZ 86331

TELEPHONE #: 928 202-6126 E-MAIL AITHER1950@yahoo.com

BUSINESS NAME/ADDRESS/SIGN LOCATION: JEROME GRAND HOTEL

PARCEL #: HOTEL PARCEL 401-07-1664 Parking 401-07-169B

OWNER AGREEMENT FOR SIGN INSTALLATION: N/A

DIMENSIONS: HEIGHT 18" WIDTH 18"

MATERIALS: BACKGROUND METAL LETTERING PAINT

COLORS: BACKGROUND GREEN LETTERING OFF WHITE

SIGN SITE PLAN Post is 4'x4" wood approx 6' High with solar light cap  
Sign is approx 5' off ground

\_\_\_\_\_: Eight copies, drawn to scale

\_\_\_\_\_: Lettering

\_\_\_\_\_: Dimensions

\_\_\_\_\_: Location on Building

\_\_\_\_\_: Materials

\_\_\_\_\_: Location of existing signs

\_\_\_\_\_: Color

\_\_\_\_\_: Lighting of sign

TOWN USE BELOW:

Received the sum of \$ 25.00 as: ☒ Check No. 1001 ☐ Cash

ON DATE: 4/22/19 BY: Joni Savage

April 22, 2019

To: Design and Review Board

For: Review of newly installed parking signs

To whom it may concern,

We were having a great deal of problems with unauthorized parking in the three noted parking areas which serve the Jerome Grand Hotel and Asylum Restaurant.

We have for many years stenciled our parking bumpers and not only has that not helped much, the stenciling does not last long.

My options were to get state and local approved "NO Parking / Towaway Zone" signs for all 34 parking spaces in parking areas A, B and C (similar to what has been done in the Jerome Historical Society parking across from the Haunted Hamburger) or come up with a less offensive solution. It was my understand that parking signs did not need approval, however, I was wrong.

We installed the following signs (see attached), which are supported with a 4" X 4" wood post topped with a 6" X 6" solar light about 4 months ago. They are similar to those found in state and national parks design wise. These were placed in three locations along Hill Street.

To date, these three signs have eliminated approx. 90% of the parking problems we experienced. I do not see a need for a sign for each parking space if these continue to be as effective as they have been.

I am asking for approval of the existing 3 signs and will be at the Design and Review meeting to answer any questions and I am, of course, open to suggestions anyone might have.

Sincerely,

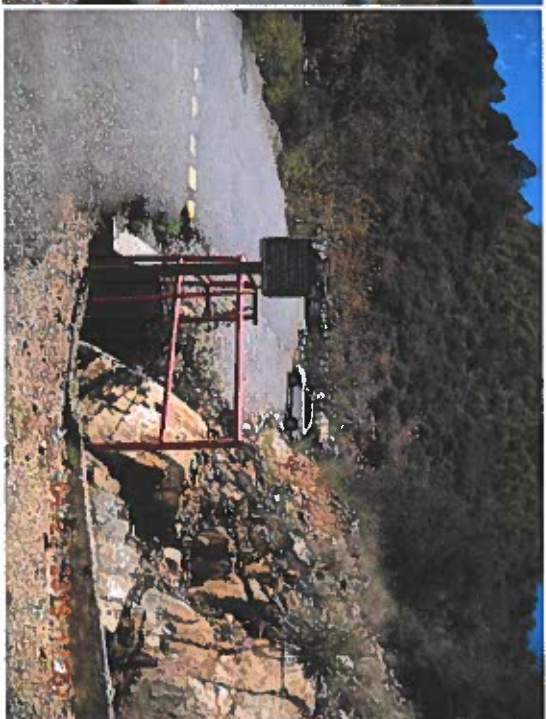
A handwritten signature in dark ink, appearing to read "Larry A. Altherr", with a stylized, sweeping flourish extending to the right.

Larry A. Altherr , Jerome Grand Hotel





1st sign is one sided only.



2nd sign is double sided

1st sign going up Hill Street

2nd sign going up Hill Street



3rd sign going up Hill Street - Close up



3rd sign going up down Street

3rd sign is double sided as shown in bottom two pictures.



Sign locations on Hill Street to denote Private Parking on parking areas A, B and C.

Sign 1 is one sided  
Signs 2 and 3 are two sided

Sign 3      Sign 2      Sign 1







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POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

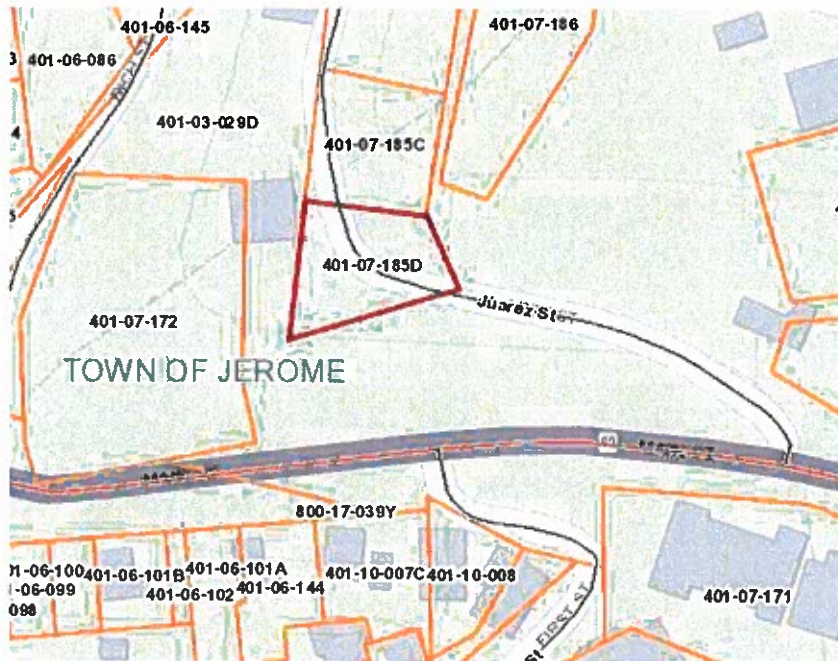
May 13, 2019

### ITEM 7: NEW ROOF, CHANGE OF MATERIALS 110 JUAREZ ST.

APPLICANT: Ann Rees

APN: 401-07-185D

Applicant is requesting approval of replacement of a shingle roof with a metal roof.



Charlotte Page, Zoning Administrator



Founded 1876  
Incorporated 1899

## 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: Ann Rees  
MAILING ADDRESS: P.O. Box 784 Jerome Az 86331  
TELEPHONE: 480-529-3042 EMAIL: parrottwins@msn.com  
PROJECT ADDRESS: 110 Juarez Street Jerome, Az 86331  
PARCEL NUMBER: 401-07-18507 ZONE DISTRICT: Verde District  
APPLICATION FOR (Please describe the project): New Metal Roof

- 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: Ann K Rees DATE: 4-17-2019

#### TOWN USE BELOW

RECEIVED FROM: Ann Rees DATE: 4/29/19  
Received the sum of \$ 100.00 as: ☒ Check No. 10868 ☐ Cash ☐ Credit Card

Per Fee schedule - Ordinance 332

BY: Rosa Cays FOR: Charlotte Page

## 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 checked="" 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.



# Nor-Clad®

~Limited~  
**Lifetime  
Warranty**  
DURATECH® xl



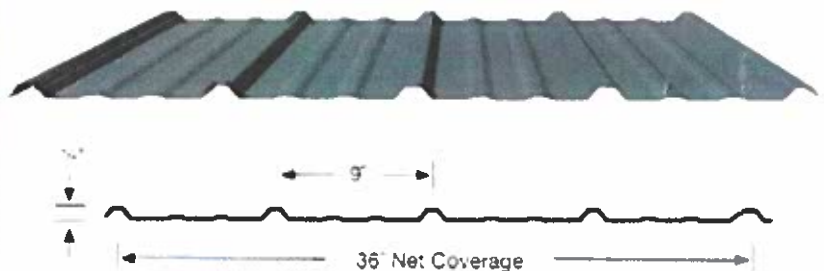
## STANDING BY OUR PRODUCTS AND WARRANTIES FOR 40 YEARS

**Nor-Clad** is a light gauge, exposed fastener panel with 36" coverage used in residential roof and wall applications.

- Full 36" net coverage means fewer panels to handle and install, saving time and money.
- Available in our DuraTech xl paint system or our Zincalume Plus finish for unpainted applications; limited lifetime warranty available on residential applications.
- ColorGuard 25 with Spectrascap® available with a 25 year limited warranty for your agricultural, post frame and recreational building applications.
- Weather-resistant lap system with anti-siphon groove provides better weather tightness compared to most other light gauge, exposed fastener panels.
- Economical standard and custom trim packages available with every order.
- Nor-Clad panel assemblies are Class A Fire Rated when installed on non-combustible deck or framing per IBC or IRC. Nor-Clad panel assemblies are also Class A Fire Rated per UL790 when installed in accordance to UL listings.



Section Properties and Load Tables available at [www.ascbp.com](http://www.ascbp.com)



FOR MORE INFORMATION VISIT US ONLINE TODAY AT [WWW.ASCBP.COM](http://WWW.ASCBP.COM)

*See pg 2 for Color - Slate Gray*



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

**May 13, 2019**

### **ITEM 8: SIGN REVIEW, 403 CLARK ST. B-7, SMOKING' JEROME'S**

APPLICANT: Aeron Bailey

APN: 401-06-152H

The sign is installed and matches an earlier sign that was approved by DRB. This sign is within the limitations for size and is not lit. Review Sign for approval of permanent display.

The location is the UVX Building on Clark St.

Charlotte Page, Zoning Administrator



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## TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715  
**Charlotte Page, Planning & Zoning Administrator**  
**Historic Preservation Officer**  
c.page@jerome.az.gov

### APPLICATION FOR SIGN PERMIT

(Please include \$25.00 fee with completed application)

APPLICANT'S NAME: Aeron Bailey

MAILING ADDRESS: P.O. Box 425 Jerome, AZ 86331

TELEPHONE #: 928-649-4994 E-MAIL Smokinjeromes@gmail.com

BUSINESS NAME/ADDRESS/SIGN LOCATION: Smokin' Jeromes  
403 Clark St B-7 Jerome, AZ 86331

PARCEL #: 401-06-152 H

OWNER AGREEMENT FOR SIGN INSTALLATION: Yes

DIMENSIONS: HEIGHT 48" WIDTH 48"

MATERIALS: BACKGROUND Copper/Steel LETTERING Arial

COLORS: BACKGROUND Copper/Gray LETTERING Arial

### SIGN SITE PLAN

\_\_\_\_\_: Eight copies, drawn to scale

\_\_\_\_\_: Lettering

\_\_\_\_\_: Dimensions

\_\_\_\_\_: Location on Building

\_\_\_\_\_: Materials

\_\_\_\_\_: Location of existing signs

\_\_\_\_\_: Color

\_\_\_\_\_: Lighting of sign

### TOWN USE BELOW:

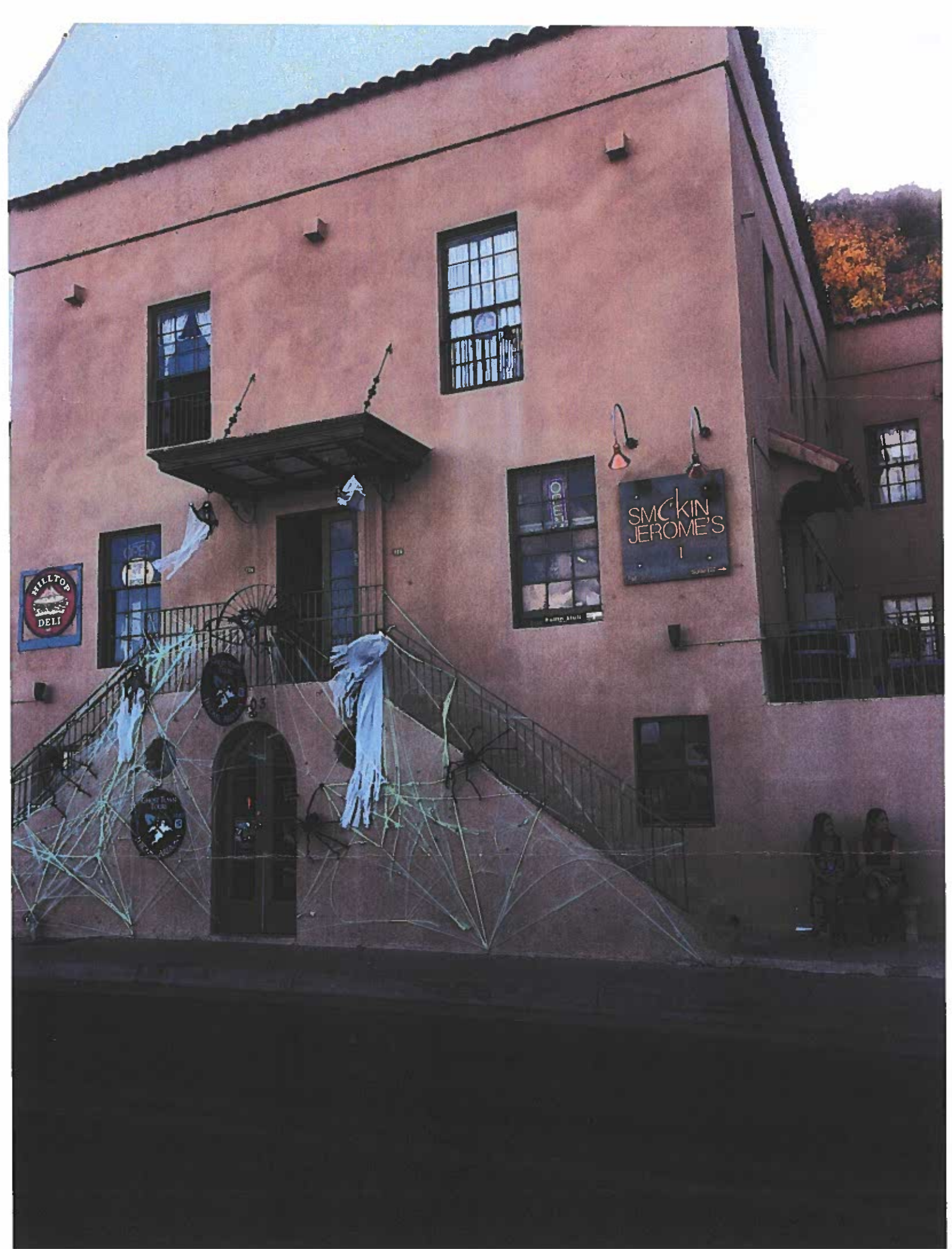
Received the sum of \$ \_\_\_\_\_ as: [ ] Check No. \_\_\_\_\_ [ ] Cash

ON DATE: \_\_\_\_\_ BY: \_\_\_\_\_

CURRENT PHOTO  
APRIL 8, 2019









# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

May 13, 2019

### ITEM 9: SECTION 509 – SIGNS - REVIEW

Draft of DRB prior recommendations for changes to Zoning Ordinance, Article V, Section 509 SIGNS.

Minor clarifications are to be reviewed. Possible discussion on parking lot signs. Public input may be available.

Charlotte Page, Zoning Administrator

**ADDITIONS:** ALL CAPS UNDERLINED TEXT  
BLUE

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

**DRB Review Date: May 13, 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.

##### **EXAMPLES OF UNRESTRICTED TEMPORARY SIGNS**

- **ONE (1) DAY SIGN OR SPECIAL SIGN ALLOWED – CHALKBOARDS OR SIGNS THAT CHANGE DAILY FOR MENU SPECIALS OR SIGNS FOR SPECIAL EVENT AT HAT HAVE LIMITED USE SUCH AS ART WALK ANNOUNCEMENTS.**
- **SANDWICH BOARDS/A FRAME SIGNS – ALLOWED IN VESTIBULES AND ON PRIVATE PROPERTY, NOT ON PUBLIC SIDEWALKS (MAX SIZE? )**
- **MENU BOARDS – ON SITE EITHER IN WALL MOUNTED CASE (MAX SIZE? ) OR WINDOW DISPLAY**

**NOTE: DRB RECOMMENDED ONLY ONE TEMP SIGN ALLOWED, EITHER A-FRAME OR DAY SIGN. CLARIFY MENU BOARD TO BE CONSIDERED INFORMATIONAL SIGN IF CASE MOUNTED OR INTERIOR DISPLAY??**

##### **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 OUTSIDE. 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 (recording) 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 PREMISES 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 PREMISES 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.

**EXAMPLES OF UNRESTRICTED TEMPORARY SIGNS**

- **ONE (1) DAY SIGN OR SPECIAL SIGN ALLOWED – CHALKBOARDS OR SIGNS THAT CHANGE DAILY FOR MENU SPECIALS OR SIGNS FOR SPECIAL EVENT AT THAT HAVE LIMITED USE SUCH AS ART WALK ANNOUNCEMENTS.**
- **SANDWICH BOARDS/A FRAME SIGNS – ALLOWED IN VESTIBULES AND ON PRIVATE PROPERTY, NOT ON PUBLIC SIDEWALKS (MAX SIZE? \_\_\_\_)**
- **MENU BOARDS – ON SITE EITHER IN WALL MOUNTED CASE (MAX SIZE? \_\_\_\_ ) OR WINDOW DISPLAY**

**NOTE: DRB RECOMMENDED ONLY ONE TEMP SIGN ALLOWED, EITHER A-FRAME OR DAY SIGN. CLARIFY MENU BOARD TO BE CONSIDERED INFORMATIONAL SIGN IF CASE MOUNTED OR INTERIOR DISPLAY??**

**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**

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.





# TOWN OF JEROME

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## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

May 13, 2019

### ITEM 10: ELIMINATE P&Z LIAISON TO DESIGN REVIEW BOARD

P&Z was given direction in this regard from Council. Review of the item in P&Z prompted suggestion to consider input from DRB regarding possible action.

Charlotte Page, Zoning Administrator

### SECTION 106. DESIGN REVIEW BOARD

#### A. PURPOSE

The purpose of the Design Review Board is to review the exterior design of new buildings and structures, the alteration of buildings and structures, landscaping plans, signs, and proposed demolition of structures, within the Historic Overlay District, in order to ensure that new development is compatible with the surrounding environment, and to preserve and protect the historic character of the Town of Jerome.

#### B. COMPOSITION; TERMS OF MEMBERS; VACANCIES; COMPENSATION OF MEMBERS

The Design Review Board of the Town of Jerome shall be composed of five (5) members. The membership shall consist of a Town Planning and Zoning Commission member and four (4) residents of Jerome, who shall be persons qualified by design background, training or experience, to be appointed by the Town Council. The member of the Planning and Zoning Commission shall be designated annually by the Commission, and may not serve as Chair of the Design Review Board concurrently with serving as Chair of the Planning and Zoning Commission. In the event of a vacancy in the seat held by the member of the Planning and Zoning Commission, the Commission shall appoint another member to serve on the Design Review Board for the remainder of that year. The four (4) public members shall serve for a term of three (3) years. Members may, after a public meeting, be removed by the Council for inefficiency, neglect of duty, or unethical conduct in office. A Board member who is absent four (4) regular meetings of a year beginning March 1st and ending February 28th shall be deemed to have vacated his or her appointment without further action being taken by the Board or Council. In the event of death or resignation, or removal from the Board, the vacancy shall be filled by the Council for the unexpired term. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Board and approval of such expenditures by the Town Council.

[Ord. No. 313; Ord. No. 378; Ord. No. 410; Ord. No. 445]



# TOWN OF JEROME

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## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

**May 13, 2019**

### **ITEM 11: APPLICATIONS FOR DRB, ONE PAGE PAINT, SIMPLE PROJECTS AND REVISED APPLICATION FOR LARGER PROJECT**

A review of administrative changes for forms used by DRB for possible input of Board is available.

Main application has been revised to emphasize the required elements for a submission and eliminate redundancies. A one-page application for paint will be presented, and a simplified application for small projects is also available in draft form.

This project is the result of the lengthy consideration of Certificate of No Effect – this process was considered for a very limited project scope which continued to be diminished and the administrative process was unwieldy.

A simplified application for small projects and paint will better serve this perceived need in a limited fashion for the community.

The applications need not be reviewed in depth at this meeting. Administrative changes to forms do not require Board approval. These are submitted for Board input and inform the Board Members. I will implement these as soon as possible.

Any suggestions after this meeting are welcome.

Charlotte Page, Zoning Administrator



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Incorporated 1899

## TOWN OF JEROME, ARIZONA

Jerome Town Hall and Civic Center  
600 Clark Street  
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(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:

_____	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 (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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Incorporated 1899

**TOWN OF JEROME, ARIZONA**  
POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715  
**Charlotte Page, Planning & Zoning Administrator**  
**Historic Preservation Officer**  
c.page@jerome.az.gov

**APPLICATION FOR SIGN PERMIT**

(Please include \$25.00 fee with completed application)

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

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

TELEPHONE #: \_\_\_\_\_ E-MAIL \_\_\_\_\_

BUSINESS NAME/ADDRESS/SIGN LOCATION: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

OWNER AGREEMENT FOR SIGN INSTALLATION: \_\_\_\_\_

DIMENSIONS: HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_

MATERIALS: BACKGROUND \_\_\_\_\_ LETTERING \_\_\_\_\_

COLORS: BACKGROUND \_\_\_\_\_ LETTERING \_\_\_\_\_

**SIGN SITE PLAN**

\_\_\_\_\_ : Eight copies, drawn to scale

\_\_\_\_\_ : Lettering

\_\_\_\_\_ : Dimensions

\_\_\_\_\_ : Location on Building

\_\_\_\_\_ : Materials

\_\_\_\_\_ : Location of existing signs

\_\_\_\_\_ : Color

\_\_\_\_\_ : Lighting of sign

TOWN USE BELOW:

Received the sum of \$ \_\_\_\_\_ as: [ ] Check No. \_\_\_\_\_ [ ] Cash

ON DATE: \_\_\_\_\_ BY: \_\_\_\_\_



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# TOWN OF JEROME

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

## APPLICATION FOR PAINT PERMIT – DESIGN REVIEW BOARD (Fee \$0)

NAME: \_\_\_\_\_

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

PROJECT LOCATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ ZONE: \_\_\_\_\_

**COLORS: SUBMIT WITH PAINT SWATCHES OR ACTUAL SAMPLE PAINT**

MAIN BODY: \_\_\_\_\_ WINDOW TRIM: \_\_\_\_\_

DOOR TRIM: \_\_\_\_\_ OTHER: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_ **PHOTO OF FRONT OF HOUSE TO BE SUBMITTED WITH EXAMPLES OF  
SELECTED COLORS**

\_\_\_\_\_ **8 COPIES OF APPLICATION AND LEGIBLE PHOTO W/PAINT SAMPLES**

**ZONING DEPT TO PROVIDE YAVAPAI COUNTY GIS MAP FOR SITE LOCATION**

**NOTE: REVIEW IS NOT REQUIRED TO REPAINT SAME COLORS!**

**TOWN USE BELOW**

**Received**

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



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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 application fee is due at submission and review will not be scheduled until fee is paid to the Town.
- I have obtained and reviewed information on the criteria used in evaluation by the Design Review Board 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: \_\_\_\_\_

#### 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.



**DESIGN REVIEW, REQUIRED ITEMS ARE PER ZONING ORDINANCE SECTION 304**

Applications will be filed with the Zoning Administrator and forwarded to the Design Review Board. 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 forth (40) feet to the inch.

Applications for Design Review Board consideration shall include the following required items:

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

- Plot plan or site layout, including all improvements drawn to scale.
- Exterior Elevations (all sides of proposed building, or project) drawn to scale.
- Legible photographs showing all sides of existing structures.
- Legible photographs showing adjoining properties, buildings and structures.
- Materials samples
- Color samples.
- Buildings, structures, etc., to be demolished or removed.
- Additional information requested by Zoning Administrator
- Additional information may be requested by Design Review Board at preliminary review.

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	

Additional information requested by Design Review Board (the following items to be submitted for DRB Final Approval)

**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.

**SIGNS & EXTERIOR PAINT, ONE PAGE APPLICATIONS ARE AVAILABLE**



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

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

### NOT FOR NEW BUILDING CONSTRUCTION, DEMOLITION OR ADDITIONS OVER 200 FT<sup>2</sup>

PLEASE PRINT LEGIBLY SO THAT PROCESSING WON'T BE DELAYED

THIS APPLICATION FOR MATERIAL CHANGES, AND PROJECTS UNDER 200 SQUARE FT. .

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 §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.

Each application will be filed with the Zoning Administrator and forwarded to the Design Review Board. The application shall be submitted with copies of a 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 if requested by Zoning Administrator

Additional information may be requested by Design Review Board at preliminary review.

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	

**PLEASE NOTE:**

After Planning & Zoning Commission approval and Design Review Board approval, most 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.





# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331

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

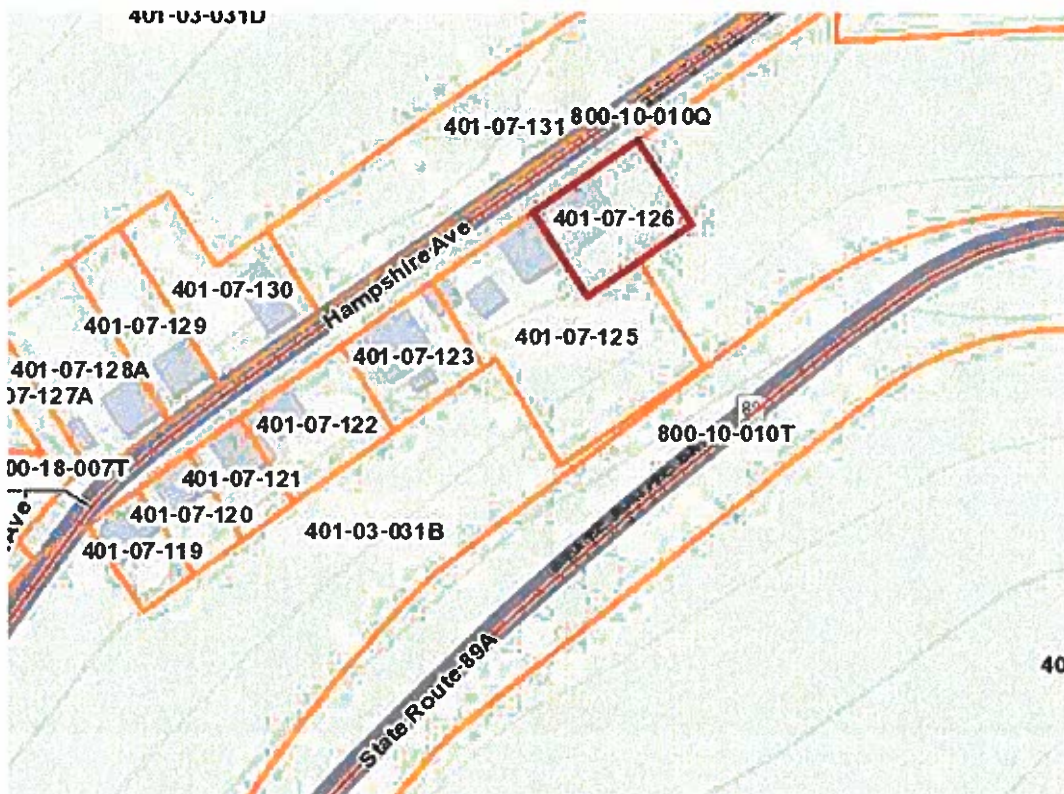
## ZONING ADMINISTRATOR ANALYSIS DESIGN REVIEW BOARD

May 13, 2019

### ITEM 12: PAINT COLORS SUBMISSION, 819 HAMPSHIRE W/NEW PAINT APPLCIATION

APPLICANT: Spring Peterson, represented by Zoning Administrator APN: 401-07-126

#### Peterson – Paint, site location





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# TOWN OF JEROME

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

## APPLICATION FOR PAINT PERMIT - DESIGN REVIEW BOARD (Fee \$0)

NAME: Spring Peterson  
MAILING ADDRESS: PO box 6 Jerome AZ 86331  
PROJECT LOCATION: 819 Hampshire Ave Jerome AZ 86331  
PHONE: 928 451-5679 EMAIL: fisher-spring@yahoo.com  
PARCEL #: 401-07-124 ZONE: R15

COLORS: SUBMIT WITH PAINT SWATCHES OR ACTUAL SAMPLE PAINT

MAIN BODY: County Cream ~~Deep Iron Crell~~ WINDOW TRIM: deep iron Crell  
DOOR TRIM: deep iron crell OTHER: white

DESCRIPTION: \_\_\_\_\_

☒ PHOTO OF FRONT OF HOUSE TO BE SUBMITTED WITH EXAMPLES OF  
SELECTED COLORS

☒ 8 COPIES OF APPLICATION AND LEGIBLE PHOTO W/PAINT SAMPLES

ZONING DEPT TO PROVIDE YAVAPAI COUNTY GIS MAP FOR SITE LOCATION

NOTE: **REVIEW IS NOT REQUIRED TO REPAINT SAME COLORS!**

### TOWN USE BELOW

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

DATE: 4-24-19 BY: Charles Page

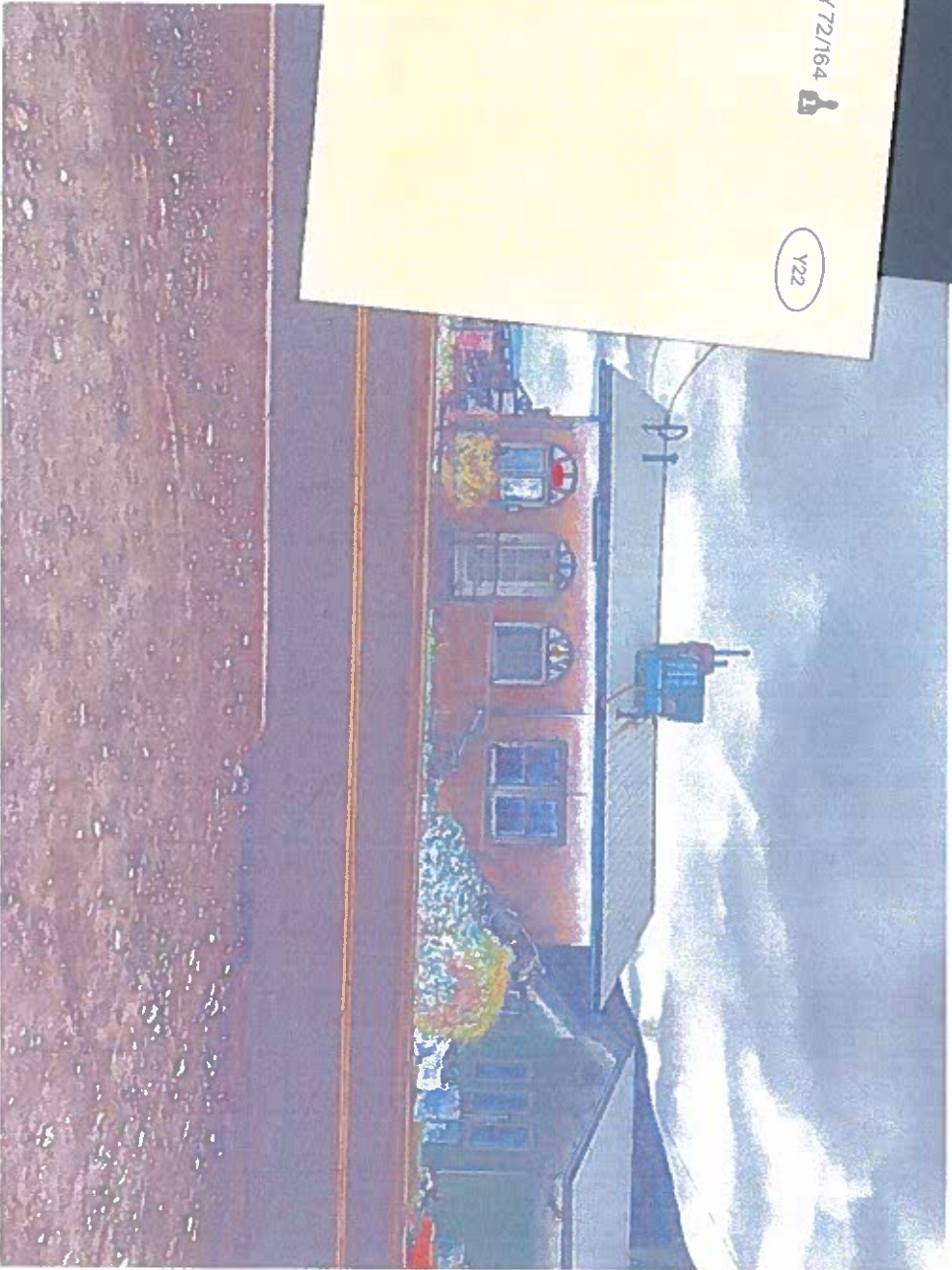
REV 4/19

Deep Iron Creek 30BG15/062

CM126

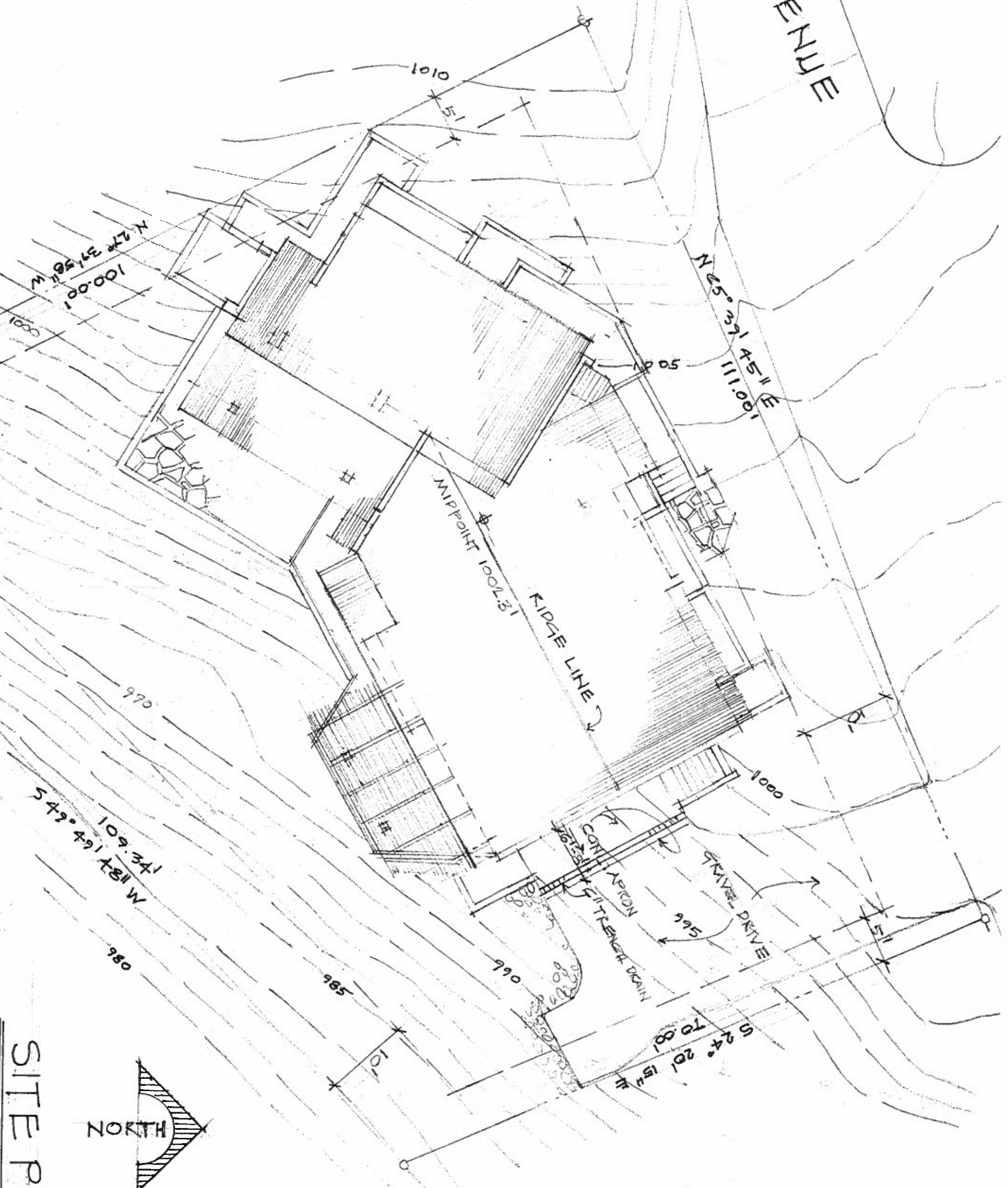
Country Cream 40YY72/164

Y22

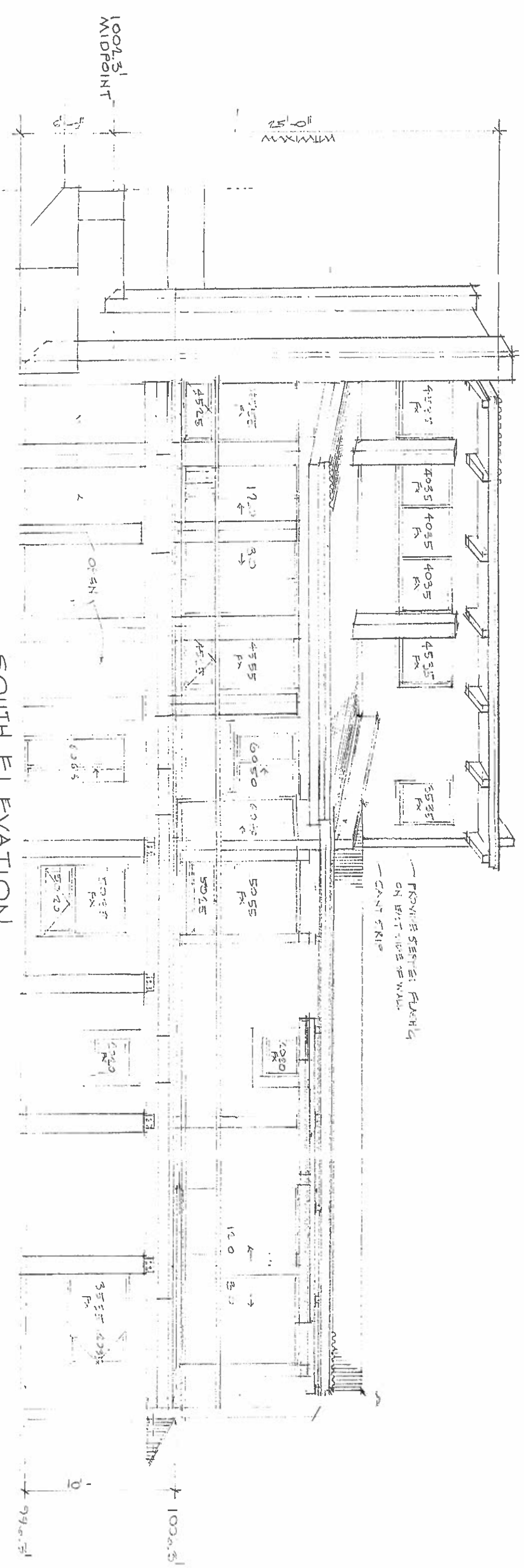




JUNDEE AVENUE

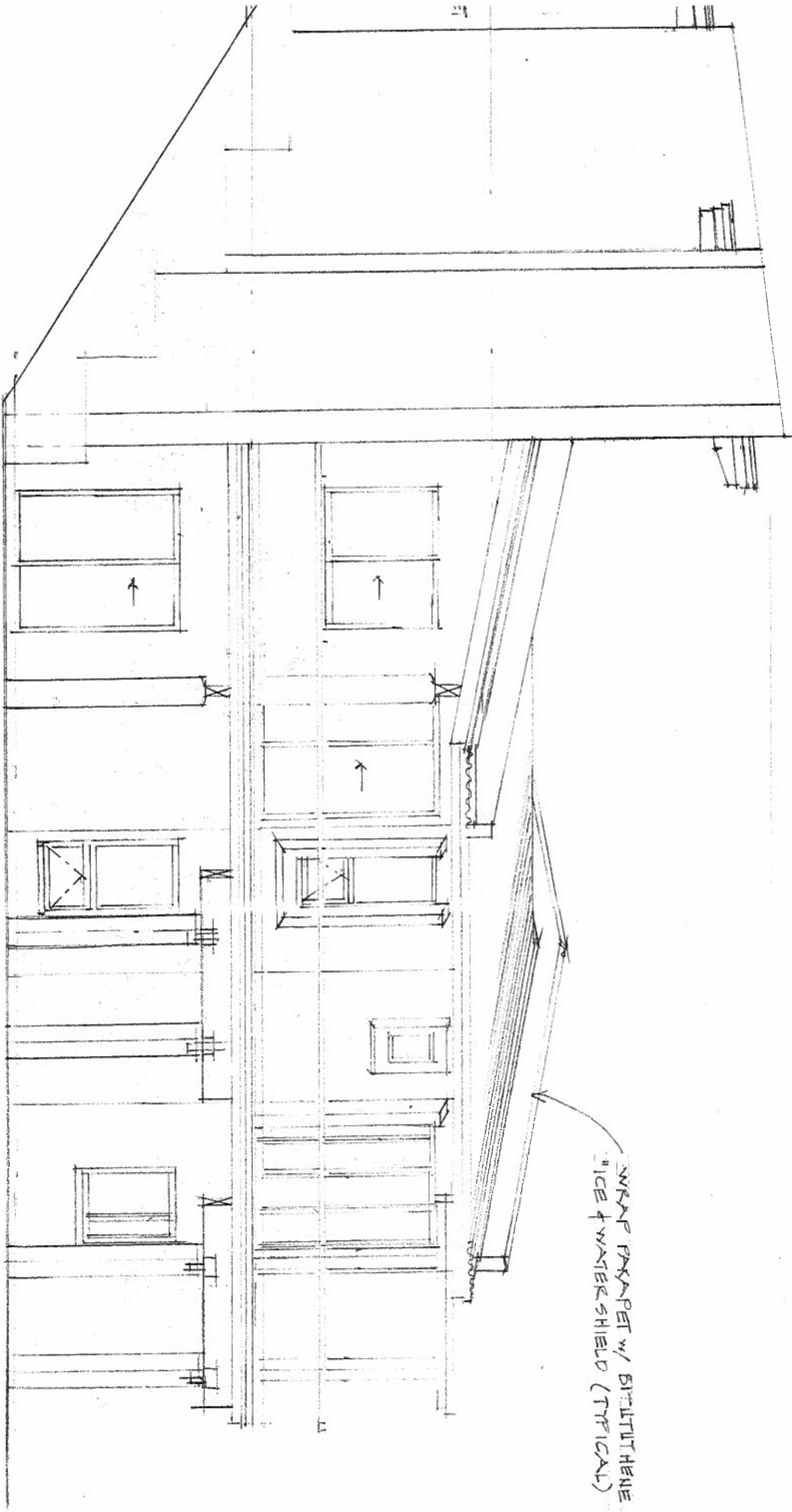


SITE PLA



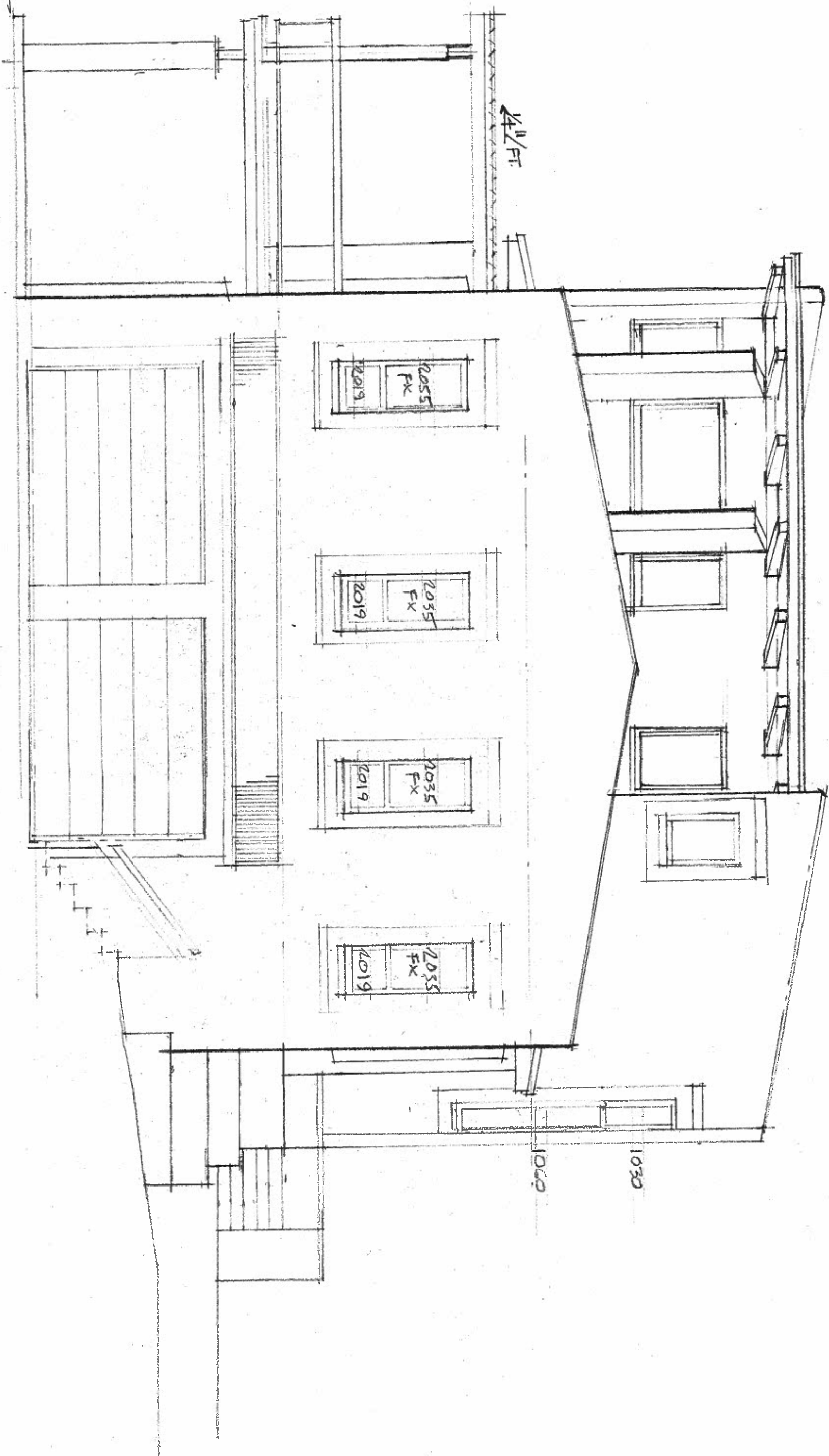
SOUTH ELEVATION

# WEST ELEVATION



WRAP PAPAPEET w/ BITUMTHENE  
1/2\" ICE & WATER SHIELD (TYPICAL)



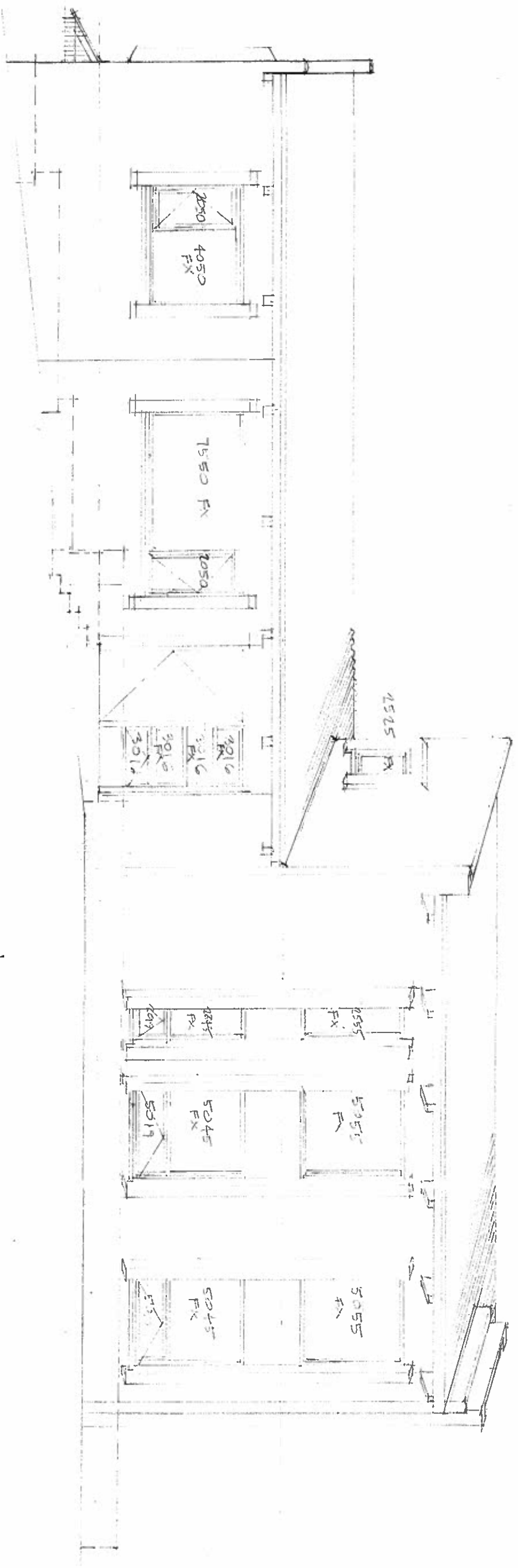


1/4" = 1' = 12"

1060

1030

EAST ELEVATION



NORTH ELEVATION

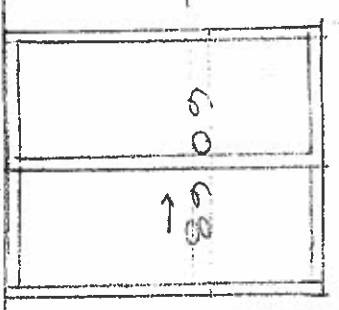
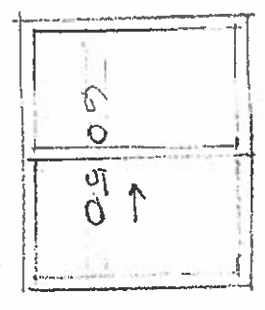
2x10 FACIA w/ 2x4 TUM-WRAP  
w/ ANOD. ALUM. METAL CLADDING

5/8x10 1/2" CLB w/ SLOPED END  
CUT 1'-6" w/ 1/2" STEP  
5/8x12" CLBS EXPON INSIDE  
3x8 LEDGE w/ 1/2" AB @  
16" O.C. w/ 1/2" OFFSET

CORR. SHIT METAL COKE D  
ROOF ON T-11 CEILING w/  
EXP 2x6 RS RAFTERS #  
6x3 FURLING RS

1'-6" HORIZ. CUT w/ 1/2" OFFSET  
6x10 RS BEAM

2x6 TREX DECK ON RS  
2x10 FLR JOISTS  
6x12 RS BEAM



OPEN

5/8x9" CLB

5/8x12" CLB  
w/ BEAM POCKETS  
#4 CONT.  
#5 @ 16" O.C.  
HEAVY DIO-WIRE @ 8' VERT.  
THOROSSEAL W/P.  
APPLY 2 COATS PER  
MANUF. SPECS.

#4 @ 12" O.C. EX WY

#4 @ 10" O.C. CONT w/ 3" CLEAR COVER (TYP. @ BOTTOM BARS)  
#5 @ 16" O.C. w/ 2" CLEAR COVER

#4 @ 12" O.C. EX WY  
2'6" x 3'0" CONC FTG x 12" DP